

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Community Services**  
***Assistant Business Office Manager***  
**\$47,954 - \$58,610**  
**DATED: March 19, 2025**  
**LAST DAY FOR FILING: April 1, 2025**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Business Office Manager in administrative and fiscal management of department operations within the County of Otsego. The incumbent assists in supervising and coordinating the daily operations pertaining to fiscal management and business administrative functions, including but not limited to budgeting, payroll, accounts payable, accounts receivable and state and federal aid reimbursement, policy implementation, and grants for County operated programs and contracted providers. Work is performed under the direct supervision of the Business Office Manager and administrative supervision of the Director. May supervise office support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Assists in supervising and coordinating the fiscal management and business administrative functions of County operated programs;
- Assists the Business Office Manager in overseeing financial data preparation including the planning and scheduling for specific program expenditures;
- Assists in preparation, maintenance and reconciliation of all accounts and schedules for Community Services, including budgets, general ledger, bank accounts and other subsidiary accounts;
- Assists in the preparation of the yearly audits;
- Assists in the preparation of the annual budget;
- Provides oversight of accounts payable, accounts receivable and payroll functions;
- Assists with the development, monitoring, and updating of internal financial controls;
- Assists the Business Office Manager in claims management fiscal reporting;
- Assists in the submission of all consolidated fiscal reports, claims, and other reports to OMH, OASAS, OPWDD;
- Does related work as required.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the principles, practices and terminology of accounting; good knowledge of financial administration including budgeting, purchasing, reporting, computer software and other applications; good knowledge of local, state and federal laws and regulations affecting the department; ability to understand regulations and policies; ability to develop and write clear and accurate reports; good knowledge of medical office terminology, procedures, equipment and business English; ability to maintain accounting systems; ability to prepare and analyze complex financial records, reports and statements; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with all agencies in which the department conducts business, including the public; ability to supervise the work of others; ability to operate a personal computer and utilize medical, billing or other office software programs; ability to perform close, detail work involving considerable visual effort and concentration; strong analytical, spreadsheet, database management, and Microsoft Office application skills.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, or related field; OR
- (b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in

accounting, business administration or closely related field and two (2) years of full-time experience or its part-time equivalent in accounting or auditing involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (b); OR

(d) An equivalent combination of training and experience as defined by the limits of (a) (b), and (c) above.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)