



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
C O U N T Y N Y
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

HUMAN RESOURCE FINANCIAL ASSISTANT (HELP PROGRAM)

SALARY: \$57,565

DEPARTMENT: PERSONNEL

****ANTICIPATED VACANCY****

LAST FILE DATE: 04/09/2025

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing accounting duties and assisting in the day-to-day fiscal operations in the Personnel Department. The incumbent is responsible for financial transactions, maintenance of accounting systems and procedures and the preparation of a variety of financial and statistical reports. Work is performed under the general direction of the Personnel Officer or designee with some latitude allowed for the exercise of independent judgment in planning and executing assignments. Supervision is not a part of this position. Incumbent performs related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A. Associate's Degree in Accounting or Business Administration and two (2) years of responsible accounting experience involving the preparation of payrolls, payroll reports/records, and/or processing payroll data; or
- B. Graduation from high school or possession of an equivalency diploma and four (4) years' of responsible accounting experience involving the preparation of payrolls, payroll reports/records, and/or processing payroll data
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

** Experience in Kronos Payroll/HR, Time and Attendance preferred.

** Progressive experience in an HR Department where personnel duties were the primary function of the position may be considered

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.