



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

FISCAL TECHNICIAN (HELP PROGRAM)

SALARY: \$48,486

DEPARTMENT: PUBLIC HEALTH

LAST FILE DATE: 05/30/2025

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work of a specialized nature requiring a high degree of accuracy. The incumbent is responsible for ensuring accuracy, consistency and organization in all accounting and fiscal functions for a department or agency. The work includes maintenance of accurate financial records, and managing accounts in accordance with yearly budgetary plans. Work also involves establishment and implementation of departmental accounting procedures, in compliance with any instructions that may be received from New York State Audit and Control and the County Finance Department. Work is performed under general supervision, with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate staff. 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) Associates degree or completion of sixty (60) college credits in accounting, business administration, economics, or other related field, and two (2) years experience in business administration, banking experience, or payroll administration; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in business administration, banking experience, or payroll administration; or
- c) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

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