



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 26-058 **POSTING DATE*: FROM:** 7/6/2026 **TO:** 7/17/2026

JOB TITLE: Fiscal Manager (HELPS Program)

RATE OF PAY: \$42.23/hr - \$51.65/hr

LOCATION: Ontario County Department of Finance

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS - OPEN COMPETITIVE: Either:

1. Possession of a Bachelor's Degree, or higher, in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND four (4) years of full-time paid accounting or auditing experience, or its part-time equivalent, which must have involved the use of double entry books including general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
2. Possession of an Associate's Degree in accounting, business administration, or other directly related field AND six (6) years' experience as described in (1); OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION - EXPERIENCE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

APPLICATION DEADLINE / LAST FILING DATE*: 7/17/2026 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT

ONTARIO COUNTY COURT HOUSE

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION



(585) 396-4465

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

WE'RE HIRING:

Fiscal Manager

Ontario County Department of Finance

Starting 2026 Salary: \$82,348.50/yr (\$42.23/hr)

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND four (4) years of full-time paid accounting or auditing experience, or its part-time equivalent, which must have involved the use of double entry books including general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
2. Possession of an Associate's Degree in accounting, business administration, or other directly related field AND six (6) years' experience as described in (1); OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION - EXPERIENCE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

MINIMUM QUALIFICATIONS - PROMOTIONAL FOR ONTARIO COUNTY DEPARTMENTS: Candidates must possess, either:

1. One (1) year Permanent Competitive status as an Accountant I; OR
2. Two (2) years Permanent Competitive status as a Principal Account Clerk; OR
3. Two (2) years Permanent Non-Competitive status as an Accountant I (HELP Program); OR
4. Three (3) years Permanent Non-Competitive status as a Principal Account Clerk (HELP Program); OR
5. A combination of (1), (2), (3) and/or (4) which equals no less than two (2) years of service in an Ontario County Department.

www.ontariocountyny.gov

APPLY TODAY!



FISCAL MANAGER

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS – OPEN COMPETITIVE: EITHER:

1. Possession of a Bachelor's Degree, or higher, in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND four (4) years of full-time paid accounting or auditing experience, or its part-time equivalent, which must have involved the use of double entry books including general ledger or other governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
2. Possession of an Associate's Degree in accounting, business administration, or other directly related field AND six (6) years' experience as described in (1); OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION - EXPERIENCE: Certification as a CPA, CFE, CMA or CIA can substitute for the required experience.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

MINIMUM QUALIFICATIONS – PROMOTIONAL FOR ONTARIO COUNTY DEPARTMENTS: Candidates must possess, either:

1. One (1) year Permanent Competitive status as an Accountant I; OR
2. Two (2) years Permanent Competitive status as a Principal Account Clerk; OR
3. Two (2) years Permanent Non-Competitive status as an Accountant I (HELP Program); OR
4. Three (3) years Permanent Non-Competitive status as a Principal Account Clerk (HELP Program); OR
5. A combination of (1), (2), (3) and/or (4) which equals no less than two (2) years of service in an Ontario County Department.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve independent responsibility for the performance of complex professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of one or more Department's funds and expenditures. The work is performed under administrative direction of the Department Head or other high-level agency administrator. The work entails responsibility for independently maintaining all accounts in proper balance and for producing and analyzing periodic financial management reports. In addition, this position may oversee special projects or programs relating to financial management functions. Direct supervision may be exercised over the work of subordinate employees engaged in account keeping and financial administration activities. An incumbent of this position does related work as required.

Continued on Page 2

FISCAL MANAGERTYPICAL WORK ACTIVITIES: (Illustrative only)

Devises and implements accounting and auditing systems to provide complete and accurate financial records of a Department or Departments' fiscal transactions;

Contacts various Federal, State and local representatives regarding program funding and fiscal affairs;

May oversee and manage subordinate staff engaged in a variety of financial operations including performance appraisals;

Studies economic trends and advises agency staff regarding related fiscal planning and cost analyses;

Maintains ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Manages the agency payroll functions for staff and/or clients;

Performs cost benefit analyses of various administrative functions and programs;

Manages and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent or sub-contract accounts to ensure proper expenditures control of program funds;

Prepares and analyzes required fiscal records and reports;

Manages acquisition/distribution of equipment and supplies maintaining an inventory of equipment in department;

Analyzes the financial operation of the department and recommends improvements and changes in financial policy;

Responsibility for insuring those departmental financial functions are performed efficiently using updated information management technology;

Make long-term and short-term financial projections;

Interprets results and recommends financial direction;

Prepares monthly reports of the financial status of the department(s) to the Agency Finance Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of information technology software and programs necessary to perform financial management analysis;

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;

Ability to interpret Federal/State/local policies;

Ability to acquire a working knowledge of agency affairs related to fiscal management;

Ability to analyze financial operations and recommend financial improvements;

Ability to prepare complete and accurate financial reports and statements;

Ability to operate a personal computer and utilize common office and financial software programs;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Physical condition commensurate with the demands of the position.

REVISED: 10/6/06; 1/8/21; 8/30/22; 6/25/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

CPA = Certified Public Accountant

CFE = Certified Fraud Examiner

CMA = Certified Managerial Accountant

CIA = Certified Internal Auditor

MBA or MPA are not suitable as a substitution for experience because the focus of their studies may not have been on actual accounting, per the appointing authority.