



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Junior Accountant

Number: 61804

Salary: \$43,546 - Dutchess County (2016 Salary)
\$51,000-55,000 - Arlington Central School District
\$40,292 - Beacon City School District
Salary unavailable - Millbrook Central School District
\$45,000 - Poughkeepsie City School District
When used in other agencies salary varies

Date of Examination: 03/18/2017

Applications Accepted Until: 02/01/2017

Applications postmarked 02/01/2017 will be accepted.

Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application is required for each separately numbered examination: Application processing fee is payable by check, money order, or credit card. Cash is not accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

NOTE: When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

NOTE: A Promotion examination is being given in conjunction with this Open Competitive examination. The Promotion eligible list will be certified FIRST.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before March 18, 2017:

- EITHER: (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree which included or is supplemented by the completion of eighteen (18) credit hours in accounting;
- OR: (B) Completion of sixty (60) credit hours at a regionally accredited or New York State college or university which shall have included a minimum of twelve (12) credit hours in accounting, and two (2) years of paid work experience in the performance of complex account keeping or bookkeeping duties which included the preparation of trial balances;
- OR: (C) Graduation from high school or possession of an equivalency diploma and four (4) years of the experience described in (B) above.
- OR: (D) An equivalent combination of education, training and experience between the limits of (B) and (C) above.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

DUTIES: This is a technical position responsible for assisting in one or more of the basic phases of the accounting or auditing process.

EXAMPLES OF WORK (Illustrative Only): Maintains staff control over various accounting methods and procedures to insure that they are within the framework of a manual or automated system and financial management objectives by spot-checking or participating in the maintenance of various fiscal records and advising supervisor of any deviations from established policy; reviews the preparation and posting procedures for services and materials, including those involving reimbursement, for conformance with established accounting principles and funding guidelines, and for mathematical accuracy; acts as a resource to subordinate and administrative personnel as to proper classification, distribution and recording, and management of accounting-related data; posts from books of original entry to general or subsidiary ledgers; may assist in the development and preparation of the annual budget; may maintain personnel records and prepare mandated forms and reports; may supervise the work of subordinate personnel; does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **General accounting** - These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.
2. **General auditing** - These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.
3. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

The use of calculators is Recommended for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

WEATHER

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: If you cannot take the test on the announced test date (most written exams fall on Saturday) due to a conflict with a religious observance or practice, please indicate so on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, please indicate so on your application. Documentation will be required.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATIONS may be obtained on line at www.dutchessny.gov, by sending a stamped, self-addressed legal size envelope to or by visiting the Human Resources office at 22 Market Street, 5th Floor, Poughkeepsie, NY 12601 (hours 9am to 5pm, Monday through Friday).

HOW TO TAKE A WRITTEN TEST and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.ny.gov>), by first clicking on Publications, then on the booklet title.