The Onondaga County Office of Diversity and Inclusion is currently accepting applications for the position of:

Financial Readiness Officer (HELP Program)
Location: 421 Montgomery Street, Syracuse, NY
Salary: $62,715
Hours of work: 35 hours per week

The work involves reviewing the financial documents of a small business or firm and assisting in the development and implementation of an effective action plan geared towards helping a small business or firms be successful in their respective sector. The Financial Readiness Officer is also responsible for verifying the information received for accuracy and validity. Work is performed under the general supervision of the Program Coordinator, who allows leeway for the incumbent to exercise independent judgment in advising and assisting businesses based on office policies, procedures, rules and regulations. Work is reviewed through conferences and oral reports. General supervision may be exercised over a small number of clerical staff. Does related work as required.

Minimum Qualifications:

Two (2) years of work experience, or its part-time equivalent, in financial management, accounting, or financial auditing, in which the major function of the job is the maintenance of financial accounts.

Note: Post-secondary education in a regionally accredited college or university to grant degrees with a concentration in business administration, finance, accounting, or a closely related field may be substituted for the above-listed work experience on a year-for-year basis.

Name and address where applications/resumes should be directed:

Monica Williams
Chief Diversity Officer
Onondaga County Office of Diversity and Inclusion
421 Montgomery Street, 11th Floor
Syracuse, NY 13202
Email: MonicaWilliams@ongov.net

***This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.**

"Onondaga County is an Affirmative Action/Equal Opportunity Employer"