



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN  
INTERDEPARTMENTAL PROMOTION EXAMINATION FOR:

Title: Senior Accountant

Number: 70006300

Salary: \$83,044-101,182 – Dutchess County (2024 Salary)

Date of Examination: 03/01/2025

Applications Accepted Until: 01/16/2025

Applications postmarked 01/16/2025 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application are 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:** An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified FIRST.

**MINIMUM QUALIFICATIONS FOR EXAMINATION:** On or before March 1, 2025, to be eligible for the promotion examination, employees must meet the promotion qualifications listed below:

Candidates must be permanently employed in the County of Dutchess in the titles of Accountant or Auditor for a period of one (1) year in the competitive class, or in the non-competitive class under NYS Civil Service Law Section 55-a, immediately preceding March 1, 2025.

**NOTE:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

**DUTIES:** This is a high level professional accounting position which involves responsibility for the oversight of an accounting operation. This class is distinguished from that of Accountant by virtue of a greater degree of independent judgment, advanced accounting knowledge, complexity of duties, increased need for analytical skills and degree of supervisory responsibility. Work is performed under general supervision of an administrator. Supervision is exercised over the professional accounting staff of the department and other accounting personnel.

**EXAMPLES OF WORK (Illustrative Only):** Assumes responsibility for the daily operation of the accounting unit which includes the receipt and disbursement of funds, the maintenance of accounting books of record or automated accounting records, the preparation of statements for management, and the preparation of financial accounting, cost and statistical statements, studies and reports; trains, supervises and provides consultation on difficult assignments to the professional accounting staff; maintains the Journal and General Ledger in accordance with generally accepted accounting principles and in compliance with legal provisions through and including the trial balance; closes and adjusts books and prepares financial statements; reconciles revenues and cash balances on a prescribed basis; leads and participates in the implementation of mandated changes in accounting procedures and coding; evaluates existing accounting or auditing systems, methods and procedures and develops or recommends modifications or new procedures; prepares or assists other staff in the preparation and/or review of the annual budget; assists outside auditors in their review of financial records; prepares or assists in the preparation of the written response to the annual audit report or to audits by outside authorities, as required; responds to special oral and written requests for financial information; provides guidance and assistance to departmental or non-departmental personnel in regard to accounting matters; supervises the central accounting of claims for State or Federal reimbursement of programs; conducts employee performance evaluations and approves benefit time for department accountants and accounting personnel; may supervise payroll operation; does related work as required.



Senior Accountant #70006300 continued:

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE**  
**AT <https://dutchess-portal.mycivilservice.com/> or [dutchessny.gov/jobs](https://dutchessny.gov/jobs)**

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.

**SENIORITY** shall be computed from the date of original permanent appointment in the classified service.  
One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----	0 points	Over 11 years up to 16 years-----	3 points
1 year up to 6 years-----	1 point	Over 16 years up to 21 years-----	4 points
Over 6 years up to 11 years-----	2 points	Over 21 years up to 26 years-----	5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

**GENERAL INFORMATION – INTERDEPARTMENTAL PROMOTIONS**

On Interdepartmental Promotion eligible lists, preference will be given to employees in the department where the vacancy exists before eligibles employed in other departments are certified. Any current department promotion lists will be certified before an interdepartmental eligible list is certified. The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

**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.

**MULTIPLE EXAMINATIONS:** If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-Filer Form**, available on the Dutchess County website [www.dutchessny.gov](https://www.dutchessny.gov), to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

**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 held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. 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, indicate this on your application. Documentation will be required.

**WEATHER:** In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

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

**COLLEGE CREDITS AND/OR DEGREE:** Your degree or college credit 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.

**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 on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) 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. **If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County 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.

**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 online at [www.dutchessny.gov](https://www.dutchessny.gov), by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., 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 [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).