



Danielle D. Dowd
Personnel Director

JOB POSTING

City Chamberlain

There is a vacancy for the position of City Chamberlain/Group Health Administrator in the Chamberlain's Department. All interested and qualified employees please fill out a City of Oswego Employment Application.

Duties: This is a highly skilled professional position involving sole responsibility for custody of city funds, the collection of monies, and the processing of expenditures. The work is performed under the general direction of the mayor with considerable leeway allowed for independent judgment. Supervision is exercised over subordinate employees. Requires thorough knowledge of modern accounting principles and practice; account-auditing; budgetary analysis; municipal budgeting, financial planning and analysis; techniques of supervision; New York State auditing procedures; thorough understanding of the organization and function of city government; resourcefulness in applying standard accounting procedures; ability to establish and maintain effective working relationship with the public and municipal officials.

****This position is also responsible for planning, coordinating, directing, managing, and supporting a wide variety of administrative activities associated with employee benefit programs such as health, dental and vision plans****

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration, Economics, Public Administration, or related field and two (2) years or its part time equivalent of managing the maintenance or auditing of double entry books or records of business, including the general ledger, or the maintenance of governmental agency books or records involving appropriation accounting and the preparation of budget and financial reports;

OR

B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, Business Administration, Economics, Public Administration, or related field including or supplemented by 18 semester credit hours in accounting and three (3) years or its part-time equivalent experience as outlined in (A) above;

OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Starting Salary: \$128,012. The City of Oswego offers a competitive benefit package which includes health insurance, dental, Life Insurance and NYS retirement.

Applications:

Oswego City Hall
Personnel Department
13 West Oneida Street, 3rd floor
(315) 342-8159
or visit our website below

<https://www.oswegony.gov/government/forms-and-applications>

Deadline for applications: October 9th by 5:00PM