



NASSAU COUNTY DEPARTMENT OF HEALTH

July 2026

Position Available

Accountant I

The Nassau County Department of Health is seeking a candidate for a full-time Accountant I.

Key Responsibilities:

Under direct supervision, the position is professional, and the duties require the use of independent judgment in following prescribed procedures; the position may require the exercise of some supervision over subordinates.

- Audit receipts and disbursements of general fund and grant fund programs; monitors compliance with program fiscal guidelines and deadlines.
- Maintains expenditure and budgetary records; prepares state aid vouchers for reimbursement.
- Analyzes budgets, financial reports, and spending reports.
- Confer with supervisory staff to discuss proper budgetary, financial, and accounting procedures.
- Analyzes fiscal information and recommends improved methods of administration and accounting.
- Perform related duties as assigned.

Performance, Knowledge, Experience, and Skills:

- Knowledge of accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions.
- Knowledge of the use and capabilities of data processing equipment in accounting applications.
- Knowledge of the potential uses and limitations of electronic data processing equipment.
- Knowledge of office practices and procedures.
- Ability to perform work involving written or numerical data and to make arithmetical calculations rapidly and accurately.
- Ability to interpret financial statements and to prepare complete and accurate accounting reports and statements.

Minimum Qualifications: Bachelor's degree from a regionally accredited or New York State registered college or university including or supplemented by 24 credits in accounting and one year of Nassau County residency immediately preceding a provisional appointment which



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must be maintained until appointed from an eligible list established as a result of the examination.

This is a Civil Service position, which will require successfully passing a written Civil Service examination.

Salary:

Non-negotiable starting salary of \$45,524 per year.

After 6 months the salary increases to \$52,954 per year.

At 1 year the salary increases to \$71,628 per year.

Benefits: Full range of fringe benefits including health, dental and vision insurance; vacation, sick and personal leave; as well as a pension plan.

For consideration, send resume and cover letter to

DOH.humanresources@nassaucountyny.gov

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX,
AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER BASIS PROTECTED BY
LAW.