



**ACCOUNTANT II (OC)**  
**NYS #60037190 RC/EL #26018010**

Examination to be held **March 28, 2026**; Last filing date **February 23, 2026**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**POSITION EXISTS IN:** Rockland County Department of Social Services, Rockland Community College, Rockland County Public Defender, Rockland County Department of Mental Health, Rockland County Finance Department, Finkelstein Memorial Library, Nanuet Public Library, Rockland BOCES, Clarkstown Central School District, East Ramapo Central School District, Nanuet Union Free School District, North Rockland Central School District, South Orangetown Central School District, Suffern Central School District, Town of Orangetown, Town of Ramapo and Village of Haverstraw.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

**SALARY:** The starting salary is \$41.92 per hour for a 35-hour work week with Rockland County. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is a professional accounting and auditing position involving the responsibility for performing a variety of complex accounting procedures, including reconciling accounts and ensuring compliance with financial regulations. The work requires independent judgment in completing work assignments. The work is performed under the general supervision of a higher-level accountant or administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must have: A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable degree which included or was supplemented by twenty-four (24) credits in Accounting and two (2) years of professional or governmental accounting experience.

**TRANSCRIPTS:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at [rcexams@co.rockland.ny.us](mailto:rcexams@co.rockland.ny.us) no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

**ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

## **ACCOUNTANT II (OC) #26018010 (CONTINUED)**

### **SUBJECT OF WRITTEN EXAMINATION:**

1. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibility. 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.
2. **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.
3. **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.
4. **Governmental Accounting** – These questions test for knowledge of the accounting practices employed to provide financial information used in determining and forecasting the condition of governmental units, and used for monitoring governmental performance, in terms of legal, contractual and fiduciary requirements. These questions will test for knowledge of and familiarity with common governmental funds, appropriation and encumbrance accounting, accounting for revenue and expenditures, and other aspects of accounting relating to the governmental sector.
5. **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 will be provided with 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**.

### **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

**TEST GUIDE:** 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 01/23/2026**