

Sullivan County Sheriff's Department is seeking to fill the following position:

SHERIFF'S DEPARTMENT ACCOUNTS PAYABLE COORDINATOR

This position involves maintaining all the accounts payable functions within the Sheriff's Department. The incumbent performs a variety of duties to support the purchasing of supplies, equipment etc. This position requires the exercise of independent judgment to fulfill the delegated duties. The work requires the understanding of County and office rules, procedures, and policies. Work is performed under general supervision of the Sheriff and in accordance with established procedures. Employees in this position may train and supervise subordinate staff.

MINIMUM QUALIFICATIONS: Either

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's degree in Business Administration, Accounting or a related field and three (3) years of full-time, paid experience maintaining financial records; or

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time, paid experience maintaining financial records; or

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

Note: Completion of undergraduate college course work in business administration, accounting, or a related field can be substituted for the above experience on a year for year basis.

Salary: \$43,087.00

This is a competitive class position subject to Civil Service Examination.

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, New York 12701;

Or apply online: www.sullivanny.us

EEO/AA Employer

M/F/D/V