

The Sullivan County Department of Family Services is seeking a SENIOR ACCOUNT CLERK-DATABASE

Work involves responsibility for independently performing difficult and varied account keeping, auditing, statistical, payroll, or other procedures requiring the use of mathematical calculations. Incumbents will perform a variety of account keeping, clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations. Work requires an understanding of office rules, procedures, and policies. Work is performed under general supervision in accordance with a prescribed routine but with little day to day instruction.

MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Business Administration, Accounting or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the compilation and maintenance of financial accounts and reports; or
- (C) Three (3) years of experience as described in (B) above.

NOTE: *Successful completion of coursework in business administration, accounting or a related field at a college or university, may be substituted for the required experience with three (3) semester credit hours being equivalent to (3) months of experience, for a maximum twelve (12) semester credit hours.*

Salary: New Hire: Entry: \$32,774.00; Full: \$34,499.00
County Employee after 2 Years: Entry: \$36,415.00; Full: \$38,332.00

Please note that this is a competitive class position which is subject to civil service examination.

TO APPLY FOR THIS POSITION: Visit: <https://sullivan-portal.mycivilservice.com/cr>

Applications accepted until position is filled.

EEO/AA Employer M/F/V/H