

The **Public Health Services Department** is seeking a:

### **PRINCIPAL ACCOUNT CLERK**

This is highly important account keeping work involving responsibility for the frequent exercise of independent judgment in planning and managing complex account keeping, checking, coding and clerical activities and independently performing the more responsible and complex functions. The work is performed under general supervision and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment and recommendations are made. Supervision may be exercised over the work of assigned clerical or account clerical staff.

**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 a Bachelor's Degree or higher in Business Administration, Accounting or a related field; or
- (B) 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 in Business Administration, Accounting or a related field and two (2) years of progressively responsible experience in maintaining or checking financial records or reports; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of progressively responsible experience as described in (B) above; or
- (D) Five (5) years of progressively responsible 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 three (3) months of experience for a maximum of twelve (12) semester credit hours.

**SALARY:**                    New Hire: Entry \$34,961.00; Full \$36,801.00  
County Employee after 2 Years: Entry \$38,846.00; Full \$40,890.00

This position is subject to Civil Service Examination.

Apply Online: [www.SullivanNY.us](http://www.SullivanNY.us)

EEO/AA Employer   M/F/V/H