

Sullivan County Office of Purchasing and Central Services is seeking to fill the following position:

**PRINCIPAL ACCOUNT CLERK/DATABASE SPECIALIST**

This is highly important account keeping work involving responsibility for the frequent exercise of independent judgment in planning and managing complex account keeping, billing, checking, coding and clerical activities and independently performing the more responsible and complex functions. The position also involves additional responsibility for assisting in planning and maintaining department software programs as well as operating routine electronic data processing software. The incumbent acts as a technical support liaison between the software support personnel, the department and the Information Technology Services Department. 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 with a Bachelor's Degree or higher in business administration, accounting or related field and one (1) year of experience in the operation of a personal computer in a network system using applications for database, word processing or spreadsheet programs;

(B) 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 related field and two (2) years of progressively responsible experience in maintaining or checking financial records or reports, including or supplemented by one (1) year of experience in the operation of a personal computer in a network system using applications for database, word processing or spreadsheet programs; 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, including or supplemented by one (1) year of experience in the operation of a personal computer in a network system as described in (B) above; or

(D) Five (5) years of progressively responsible experience as described in (B) above, including or supplemented by required personal computer 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 Accounting experience with three (3) semester credit hours being equivalent to three (3) months of experience for a maximum of twelve (12) semester credit hours.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by

an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SALARY: Entry: \$46,275.00; Full: \$48,710.00**

**MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

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

Applications accepted until the positions are filled.

**EEO/AA Employer**

**M/F/D/V**