

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

ACCOUNTS PAYABLE COORDINATOR

This position involves responsibility for supervising, coordinating, organizing and performing difficult account keeping procedures to ensure the efficient and continued workflow of financial operations of a municipal corporation. Work is performed under general supervision in accordance with outlined policies and procedures. Employees in this class will frequently exercise independent judgment in planning and carrying out more responsible and complex functions. Supervision is exercised over the work of subordinate staff functioning at either the entry or above entry account clerical level.

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 Accounting, Business or a related field and three (3) years' experience in the compilation and maintenance of financial accounts/auditing procedures; or
- (B) Graduation from high school or possession of an equivalency diploma and six (6) years' experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

SALARY: \$48,524.00

TO APPLY FOR THIS POSITION, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

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

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V