

The **Sullivan County Adult Care Center** is seeking to fill the following position:

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: Entry: \$43,747.00; Full: \$46,049.00

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

PROMOTIONAL ONLY (SULLIVAN COUNTY EMPLOYEES)

The candidate must have thirty-six (36) months of current (or immediately preceding a provisional appointment) permanent competitive class status as an Account Clerk or twenty-four (24) months as a Senior Account Clerk in a municipality whose civil service transaction are monitored through the Sullivan County Personnel Department.

NOTE:

- (1) You must provide complete dates of employment (month/year), numbers of hours worked per week and a detailed description of your qualifying experience as indicated above.***
- (2) Only paid full-time or part-time equivalent will be considered.***

Applications accepted until the positions are filled.

EEO/AA Employer

M/F/D/V