The Sullivan County Office of Audit and Control is seeking to fill the following position:

ACCOUNTS PAYABLE COORDINATOR

The work involves responsibility for auditing accounts payable for all County departments. It involves 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 process related to auditing accounts payable for County departments.

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 five (5) years' experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

SALARY: $53,185.00-$69,142.00 commensurate with experience.

TO APPLY ONLINE, visit: https://sullivan-portal.mycivilservice.com/jobopps

Applications will be accepted until the position is filled.

EEO/AA Employer **M/F/D/V**

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.