

Sullivan County Department of Social Services and Public Health Services are seeking to fill the following position:

SENIOR ACCOUNT CLERK

This is important clerical work involving responsibility for independently performing difficult and varied account keeping, auditing, statistical, payroll, or other procedures requiring the use of mathematical calculations. Incumbents will perform a variety of account keeping clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations. The work requires an understanding of office rules, procedures, and policies. Work is performed under general supervision in accordance with a prescribed routine but with little day to day instruction. Unusual problems or situations not previously encountered are usually referred to supervisors before action is taken. Incumbent may serve as a lead worker to assist other clerical and account clerical staff with their work assignments.

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 Business Administration, Accounting or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the compilation and maintenance of financial accounts and reports; or
- (C) Three (3) years of 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 twelve (12) semester credit hours.

SALARY: Entry: \$38,700.00; Full: \$40,737.00

PROMOTIONAL ONLY (SULLIVAN COUNTY EMPLOYEES ONLY)

The candidate must have twelve (12) months of current (or immediately preceding a provisional appointment) permanent competitive class status as an Account Clerk, Payroll Clerk, or similar position involving substantial duties in compiling and maintaining financial records and reports 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), number 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 experience will be considered.

SALARY: AS PER THE CBA

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

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

Applications are accepted until position is filled.

EEO/AA Employer

M/F/D/V