

The **Sullivan County Center for Workforce Development** is seeking to fill the following position:

JUNIOR ACCOUNTANT

This position involves responsibility for developing and overseeing the account keeping, auditing procedures and bookkeeping procedures for an administrative unit or department. Employees in this position will perform significant accounting functions including analysis in a variety of financial statements, which may include calculation of inventory depreciation, or similar duties. Employees in this position will also be responsible for auditing procedures as they relate to department contracts. Incumbents may assist in performing associated bookkeeping procedures including the recording and posting of journal entries, maintenance of ledgers, taking trial balances, making adjusting and reversing entries, and applying the rules of debit and credit to asset, liability and fund balance accounts. The work is performed in accordance with general instruction received from the department head with leeway permitted for the exercise of independent judgment. May supervise work of a clerical staff.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents, with a Bachelor's degree or higher in business administration, accounting, or a related field, and two (2) years of accounting-related experience; or
- (B) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents, with an Associate's degree or higher in business administration, accounting, or a related field, and four (4) years of accounting-related experience; or
- (C) High School Diploma and six (6) years of progressively responsible experience as described in (A) and (B) above.

SALARY: **Entry:** \$57,692.00; **Full:** 60,728.00

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

This is a competitive position subject to Civil Service examination.

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V