

Essex County Announces

A Vacancy for an ACCOUNTANT

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact:
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street-P.O. Box 217
Elizabethtown, NY 12932 Tel: (518) 873-3360
www.co.essex.ny.us/jobs.asp

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VACANCY: Essex County Treasurer's Office
2020 SALARY: \$29.79/Hr. (Hired Prior 2009); \$26.81/Hr. (Hired After 2009)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing professional accounting duties as they relate to financial transactions, installation and maintenance of accounting systems, payroll procedures, preparation of reports and analyses, and computer operations. The work is performed under general direction of a higher level administrator with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of subordinate clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field including or supplemented by 18 semester credit hours in accounting and two years of satisfactory accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or
- (b) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by 18 semester credit hours in accounting and four years of satisfactory experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
JANUARY 13th, 2020**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

01/02/2020