



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **TOWN OF WILLSBORO-ACCOUNTANT**
(Provisional * Appointment)

SALARY: \$33.98/HR.

LOCATION: Town of Willsboro, 5 Farrell Road, Willsboro, NY 12996

JOB SUMMARY 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) Possession of 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).

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



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518.873.3360

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Note: *Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee*

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

Posting Date: March 18th, 2026

Application Deadline: March 30th, 2026



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