

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Principal Account Clerk

Salary: \$45,706 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: The work involves responsibility for planning, assigning, and supervising major account keeping activities and independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of work and/or by the supervisory responsibilities of subordinate staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree in Accounting, Business Administration or Management; **OR**
- (B) Possession of an Associate's degree in Accounting, Business Administration or Management and two (2) years of experience maintaining financial accounts and records; **OR**
- (C) Completion of 60 credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in Accounting or Bookkeeping and two (2) years of experience maintaining financial accounts and records; **OR**
- (D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and four (4) years of experience maintaining financial accounts and records.

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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

09/12/2024