

St. Lawrence County Government
Position Advertisement Form

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

Senior Account Clerk

Salary: \$45,341 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: This is moderately difficult clerical work involving independent performance of financial account and record keeping tasks. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent works under general supervision and may supervise and train a small number of lower level clerical workers. The position differs from Account Clerk in that duties are more complex; the level of responsibility is higher and requires a broader knowledge of program procedures and operations. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of an Associate's Degree in Accounting or Business Administration; **OR**
- B) Completion of sixty (60) credit hours at a New York State regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) 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 position is currently being filled under the HELP Program and will not require an examination at this time.

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

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