

St. Lawrence County Government
Position Advertisement Form

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

Assistant Accounting Supervisor

Salary: \$65,825 - \$75,979 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 position involves responsibility for assisting the Accounting Supervisor in managing the accounting operations of the-identified Department(s). The incumbent prepares financial and statistical reports, compiles financial data, maintains accounts and instructs and advises subordinate account keeping staff on proper work methods. The work is performed under the general supervision of the Accounting Supervisor/Department Head. Supervision may be exercised over the work of a small group of account clerical subordinates. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of an Associate's Degree including twelve (12) credit hours in accounting or business administration and two (2) years of accounting or auditing experience; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of accounting or auditing experience.

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 the 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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Posted: 01/12/2026