



OSWEGO COUNTY ACCOUNT CLERK

Oswego County is collecting applications for Account Clerk to be considered for vacancies as they occur. This is clerical work involving responsibility for the performance of standard account-keeping practices in maintaining and checking financial accounts and records, including keyboarding. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments.

Qualifications: Graduation from high school or possession of an equivalency diploma and six (6) credit hours in accounting, math, or closely related field; **OR** Graduation from high school or possession of an equivalency diploma and one (1) year of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, processing vouchers or bills, or verifying calculations; **OR** Two (2) years of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, processing vouchers or bills, or verifying calculations.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

Locations: The following County Departments have Account Clerk positions. This does not imply there is a current opening in the department. **Please specify which department(s) you are interested in on page 1 of the online application, where indicated:** Buildings and Grounds, Probation, Sheriff's Office, and Social Services. If you are interested in all departments in which vacancies occur, please state "ALL".

Pay Rate: \$18.81 per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

To Apply: Review of applications will be conducted on a continuous basis. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: humanresources@oswegocounty.com
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER