



## OSWEGO COUNTY PRINCIPAL ACCOUNT CLERK

The Oswego County Department of Social Services has an immediate opening for a Principal Account Clerk responsible for planning, assigning and supervising major account-keeping activities and independently performing difficult 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 the work.

**Qualifications:** Bachelor's degree in accounting or closely related field and one (1) year of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, vouchers and bills, and verifying calculations; **OR** completion of sixty (60) semester credit hours which must have included at least 12 credit hours in accounting, math or closely related field and three (3) years of experience maintaining financial accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, vouchers and bills, and verifying calculations; **OR** graduation from high school or possession of an equivalency diploma and five (5) years of experience maintaining financial accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, vouchers and bills, and 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.

**Pay Rate:** \$24.53 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 begin immediately and continue until the position is filled. 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](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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