



OSWEGO COUNTY ACCOUNT CLERK (PART-TIME)

The Oswego County Health Department has an immediate opening for a part-time Account Clerk to perform clerical work which involves standard account-keeping practices, including maintaining and checking financial accounts and records, as well as keyboarding.

This is a temporary position that is grant funded through June 2022.

Qualifications: 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 of payroll, vouchers and bills, and verifying calculations; **OR** Graduation from high school or possession of an equivalency diploma and six (6) credit hours in accounting, math, or closely related field; **OR** Two (2) years of experience as listed above.

2022 Pay Rate: \$16.09 per hour (20 hours per week).

To Apply: Review of applications will begin immediately and continue until 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
Web: www.oswegocounty.com/humanresources

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