



OSWEGO COUNTY SENIOR ACCOUNT CLERK

The Oswego County Clerk's Office has an immediate opening for a Senior Account Clerk. This is moderately difficult clerical work involving independent performance and supervision of financial accounts and record keeping, including keyboarding. The work may require decision making as to methods to be used and classification of records and accounts.

Qualifications: Completion of 60 semester credit hours which must have included at least 6 credit hours in accounting, math, or closely related field; **OR** Graduation from high school or possession of an equivalency diploma and 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; **OR** Three (3) years of experience as described in above.

NOTE: An associate's degree or higher in accounting will qualify.

Permanent appointment to this position will require successful completion of the civil service examination.

Pay Rate: \$18.85 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
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER