

Order Number:

NY1452383

Date Job Order Received:

02/02/2023

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Senior Account Clerk

Minimum Experience Required:

2 years

Job Description:

Lewis County is currently seeking a full-time Senior Account Clerk. The work involves responsibility for the independent performance of moderately difficult financial accounts and records maintenance. Rate of pay is \$19.99/hr. with excellent benefits and NYS retirement. MINIMUM QUALIFICATIONS: Either: A) Graduation from a regionally accredited or New York State registered college or university with an associates degree in accounting, business management, or business administration; or B) Graduation from high school and two years of experience in maintaining financial accounts and records; or C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements. Civil Service Exam required for permanent appt. Forward application and resume by May 31, 2023 to: Caitlyn Smith, Director of Human Resources, 7660 N. State St. Lowville, NY 13367, or via email at civilservice@lewiscounty.ny.gov. Applications can be found at www.lewiscountyny.gov under the jobs link or at the Civil Services/Human Resources office. EOE

Job Location:

Lowville, New York

Pay:

\$19.99 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: civilservice@lewiscounty.ny.gov

Web-site: <http://lewiscountyny.gov>