



LEWIS
COUNTY
NEW YORK

SENIOR ACCOUNT CLERK

Lewis County Department
of Social Services

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. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Starting salary is \$21.73/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 associate's 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.

The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List. This position will be filled in accordance with Civil Service Rules and Regulations.

Apply online at <https://lewiscountyny.gov> under Human Services and Job Postings. EOE.