Allegany COUNTY New York

Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

Junior Accountant

There is an opening in the Allegany County Health Department for a Junior Accountant.

Salary Range is $22.45 - $27.28/hour

The work involves recording, classifying, examining and analyzing data and records relating to financial transactions. The work is carried out in accordance with generally defined procedures and accepted accounting methods. The work is performed under the general supervision of an Accountant, Controller, Treasurer or similar higher-level employee with greater overall fiscal management responsibilities. The work is distinguished from that of clerical positions by the variety and complexity of assignments. The class is distinguished from higher level accounting positions by virtue of its more limited scope and level of responsibility. Considerable leeway is permitted in applying accepted accounting principles to the resolution of problems. Guidance is available when modifications and installations of new accounting procedures becomes necessary. Supervision may be exercised over clerical employees. A Junior Accountant does related work as required.

Good knowledge of accounting principles and practices; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern office terminology, practices and procedures; ability to acquire a working knowledge of the uniform system of Accounts prescribed for the jurisdiction; ability to prepare complete and accurate financial reports; ability to follow oral and written directions; ability to get along well with others; accuracy.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher with at least 15 semester credit hours in accounting; OR
B. Graduation from high school or possession of a high school equivalency diploma and three (3) years experience, the primary function of which is maintaining or auditing the books of account of an organization. This experience must have included responsibility for maintaining or auditing the general ledger and general journal or full-scale bookkeeping. Maintaining and checking financial accounts and records in a clerical recordkeeping capacity is not qualifying.

This is a non-competitive class position. The appointment will be made in accordance to Civil Service Rules and Law.

Interested candidates may submit a complete Civil Service application to:

Human Resources/Civil Service Department
7 Court Street / Suite 216
Belmont, NY 14813