HERKIMER COUNTY
JOB OPENING

Department: **Employment & Training Administration**

Title: **Senior Account Clerk**
Permanent Position, Full-time Opening

Salary: **$38,371 (2026 base pay rate)**

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving independent performance of financial account and record keeping tasks. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent works under general supervision and may assign and review work and train a small number of lower level clerical workers. This position differs from Account Clerk in that duties are more complex, the level of responsibility is higher and requires a broader knowledge of program procedures and operations. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Either: **(A)** Graduation from a regionally accredited or New York State registered college with an Associate's degree in accounting, business administration, or related field;

Or: **(B)** Graduation from high school or possession of a high school equivalency diploma 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).

CONTACT:

for further information:

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Please Post for 10 Working Days (11/18/2026 through 12/3/2026)