

HERKIMER COUNTY

JOB OPENING

Department: Treasurer

Title: Senior Account Clerk

Anticipated, 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: Kimberlee Enea, Treasurer
Herkimer County Treasurer's Office
109 Mary Street, Ste. 2419
Herkimer, NY 13350
315-867-1144

Please Post for 10 Working Days (4/28/2026 through 5/11/2026)