

HERKIMER COUNTY

JOB OPENING

Department: **Public Health**

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

Salary: **\$37,253 (2025 base pay rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

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:*

Christina Cain, Public Health Director
Herkimer County Department of Public Health
301 N. Washington Street, Ste. 2300
Herkimer, NY 13350
315-867-1176

Please Post for 10 Working Days (5/16/2025 through 5/30/2024)