

ST. LAWRENCE COUNTY GOVERNMENT

There is a vacancy in the St. Lawrence County Treasurer's office for a

Assistant Accounting Supervisor

Base Salary: \$53,456 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the Position: This position involves responsibility for assisting the Accounting Supervisor in managing the accounting operations of the-identified Department(s). The incumbent prepares financial and statistical reports, compiles financial data, maintains accounts and instructs and advises subordinate account keeping staff on proper work methods. The work is performed under the general supervision of the Accounting Supervisor/Department Head. Supervision may be exercised over the work of a small group of account clerical subordinates. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree including twelve (12) credit hours in accounting or business administration and two (2) years of accounting or auditing experience; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of accounting or auditing experience.

This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Application Deadline: Until position filled

Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County Human Resource's webpage:

www.hr.stlawco.org or by contacting Human Resources (315)379-2210. **AA/EEO**