



ST. LAWRENCE COUNTY GOVERNMENT

Assistant Accounting Supervisor

Base Salary: \$56,436

This position involves responsibility for 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 and/or 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.

Benefits: NYS Retirement (Defined Benefit Plan) • 457 Plan (Deferred Compensation Plan) • Excellent Medical/Prescription Plans (or waive coverage and receive a buyout of \$2,000/yr - \$4,000/yr) • Dental & Vision Insurance • Tuition Reimbursement • Public Service Loan Forgiveness • Flexible Spending Accounts • Life Insurance • Generous Paid Time Off

* All benefits are very comprehensive and affordable *

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

<https://stlawco.org/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

SLC is an AA/EEO employer.