



HIRING

ACCOUNT CLERK

Chenango County's Behavioral Health department has an opening for an Account Clerk position. Duties include routine clerical work involving the performance of standardized account-keeping tasks in maintaining and checking financial accounts and records. The incumbent may enter and retrieve information manually or by using computer database and/or spreadsheet software. Work is performed under direct supervision of a higher level employee in accordance with well defined policies and procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and other steps in the account-keeping process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

The position has a 37 1/2 hour work week and starts at \$17.50 per hour in 2023, and includes a full benefits package.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma* and EITHER: (A) Two years of full-time paid office clerical experience or its' part-time equivalent; OR (B) One year of full-time paid experience or its' part-time equivalent in the compilation and maintenance of financial accounts and records; OR (C) Successful completion of a post high school course in accounting or bookkeeping; OR D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

A civil service examination will be required for permanent appointment at a later date. Position status: Competitive.

- Health, dental and vision insurance; - Generous leave time benefits & paid holidays; - NYS Retirement System membership; - 457(b) tax deferred retirement savings plan; - Eligibility for federal student loan forgiveness program

Chenango County Civil Service application MUST BE filed for consideration. For applications, please visit www.co.chenango.ny.us/personnel or contact the Chenango County Personnel Department at 607-337-1470.

EEOE M/F/D/V/GI/SO