

ACCOUNT CLERKS WANTED

Account Clerk - Jefferson County Social Services, Office for the Aging, and Public Health Services, are seeking individuals to perform work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts or records; OR Graduation from high school or possession of a high school equivalency diploma and completion of one year of study in a regionally accredited or New York State registered college, university, or business school included or supplemented by a minimum of six (6) semester credit hours in accounting or bookkeeping.

Salary starting at, \$18.56 – \$22.33/hr. Excellent fringe benefits inc. health, vision and dental ins. + NYS retirement, flex spending and Deferred Compensation. Applications accepted at Jefferson County Department of Human Resources, 175 Arsenal Street, Watertown, NY 13601, or online at: <https://jefferson-portal.mycivilservice.com/>. Civil Service test required for permanent appointment. EOE