

SENIOR ACCOUNT CLERK

Jefferson County Public Health Service



The Jefferson County Public Health Service is seeking a detail-oriented Senior Account Clerk to perform key financial and record-keeping tasks. Tasks will include billing Medicaid and occasional assistance with Medicare and commercial insurance billing for the home health care program, as well as assisting with department payroll. This position involves independently managing moderately complex clerical work. This role requires a strong command of spreadsheet and database applications. A Senior Account Clerk is under general supervision and may be responsible for assigning work and training junior clerical staff. This position is distinguished by its higher level of responsibility, more complex duties, and the need for a broader knowledge of our operational procedures. If you are an experienced accounting professional, we encourage you to apply!

Salary Range: \$23.28 - \$28.51 per hour.

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Tuition Reimbursement
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

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 and one year of experience in maintaining financial accounts and records; or

(B) Graduation from high school or possession of a high school equivalency diploma and three 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) above.

**Applications will be accepted until the position is filled,
first review of applicants will be April 10, 2026.**

Civil Service exam required for permanent appointment.

Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:

Jefferson County Dept. of Human Resources,
175 Arsenal St. Watertown, NY 13601.

Jefferson County is an Equal Opportunity Employer

