

PRINCIPAL ACCOUNT CLERK- Jefferson County Office for the Aging is seeking a Principal Account Clerk. The work involves responsibility for planning, assigning, and supervising major account keeping activities and independently performing difficult and responsible account keeping functions. Proficiency in Microsoft Excel Preferred.

Minimum Qualifications: Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business, or a closely-related field and three years of experience maintaining financial accounts and records; OR Graduation from high school or possession of a high school equivalency diploma and five years of experience maintaining financial accounts and records; OR An equivalent combination of training and experience as defined by the limits above.

Salary \$20.86 (2019 Rate) + excellent fringe benefits. If interested, please submit an application to the Jefferson County Department of Human Resources, 175 Arsenal Street, Watertown, NY. Or apply online on our website at <https://jefferson-portal.mycivilservice.com/>. EOE.