TIOGA COUNTY, NEW YORK
Personnel and Civil Service
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827
Linda Parke Personnel Officer 607 687 8494 607 223 7074 www.TiogaCountyNY.gov

NOTICE OF VACANCY
Accounting Associate III (HELP Program) - Treasurer

Date of Issue: 11/20/2026. The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Incumbents will use various financial software programs. Work is performed under general supervision in accordance with specific law, office rules, procedures and/or policies. Independent judgement is exercised in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment. This class differs from that of Accounting Associate II by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

The title of Accounting Associate III is **Non-Competitive***, requiring applicants to meet minimum qualifications established for the position**.** Pending a criminal background check**.

Status:	Permanent Probationary
Work Hours:	Full time, 35-hour work-week
Salary:	$43,934 (CSEA SG VII); benefit package available: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location:	Tioga County Treasurer's Office

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and either:**

- **a)** Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting, business, or a closely related field and one (1) year of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **or**
- **b)** Three (3) years of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **or**
- **c)** An equivalent combination of education and experience as indicated in a) and b) above.

APPLY ONLINE: https://www.tiogacountyny.com/departments/personnel-civil-service/

Apply by: Applications accepted until position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.