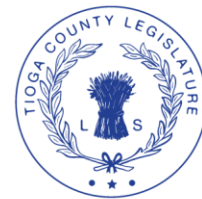


# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY Accounting Associate I

**Date of Issue: 09/08/2021.** The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from an Accounting Associate II by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

The title of Accounting Associate I is **Competitive**, requiring applicants to meet minimum qualifications established for the position. A criminal background check\* is required. Permanent employment requires successful completion of the civil service examination requirements. **For more information or to apply, view Accounting Associate I #11000 under continuous recruitment examination announcements**

**Status:** Permanent

**Work Hours:** Full-time, Monday – Friday (35 hour work week)

**Salary:** \$28,352 (2021 CSEA SG IV); Benefit package available including: health, dental, and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan

**Location:** Tioga County Department of Social Services

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency and one (1) year of full-time (or its part-time equivalent) clerical work experience maintaining financial accounts and records.

**NOTE:** Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

**Apply Online:** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: 10/01/2021 for next exam holding; applications accepted on a continuous basis.**

*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.*

\*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.