

COUNTY OF TIOGA
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE

R.E. Dougherty County Office Building, 56 Main Street – Owego, New York 13827 – Tele: (607) 687-8494 – Fax: (607) 223-707.



NOTICE OF VACANCY

ACCOUNTING ASSOCIATE I – Town of Owego

Date of Issue: 12/12/17. 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 and successfully meet civil service examination requirements. **Civil Service examinations are conducted the 3rd Thursday of every month. The next holding will be December 21, 2017; however, space is limited.** For more information, please review the examination announcement for Accounting Associate I. The Town of Owego seeks to fill this position in January, 2018.

Status: Permanent
Work Hours: Full-time. Will work between multiple Town department offices: Utilities, Clerk's Office, and Highway. Schedule: January - April, August & December (Clerk's Office); May - July, September - November (Utilities); As needed to cover vacation (Highway). Office hours vary based upon the department's needs. Selected candidate **MUST** be willing & able to work different schedules and office hours.
Salary: \$11.00 / hour; benefit package available. NYS Retirement System
Location: Town of Owego

Minimum Qualifications: Graduation from high school or possession of a high school equivalency and one (1) year of full-time paid (or its part-time equivalent) in clerical 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 to: Tioga County Department of Personnel & Civil Service: www.tiogacountyny.com

To download application:

<https://www.tiogacountyny.com/media/2134/application2016january.pdf>

Applications are accepted on a continuous recruitment basis for monthly civil service examinations. Vacancies will be filled from the eligible list resulting from these examinations.

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.