

HERKIMER COUNTY JOB OPENING

Department: **Treasurer**

Title: **Senior Account Clerk (*Payroll Department*)**
 Anticipated Permanent Opening, Full Time position

Salary: **\$37,253 (2025 rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS:

This is moderately difficult clerical work involving independent performance of financial account and record keeping tasks. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent works under general supervision and may assign and review work and train a small number of lower level clerical workers. This position differs from Account Clerk in that duties are more complex, the level of responsibility is higher and requires a broader knowledge of program procedures and operations. The incumbent does related work as required.

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;

Or: **(B)** Graduation from high school or possession of a high school equivalency diploma and two 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).

CONTACT

for further information:

Herkimer County Treasurer
Kimberlee A. Enea, Treasurer
109 Mary Street, Ste 2419
Herkimer, NY 13350
315-867-1144

Please Post for 10 Working Days (8/21/2025 through 9/4/2025)