

HERKIMER COUNTY JOB OPENING

Department: Treasurer

Title: Accountant

Permanent Position, Full-time Opening

Salary: \$60,000 - \$75,000

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving responsibility for performing accounting and business management duties in various activities related to the fiscal management of a municipality, school district, or governmental agency. The incumbent is responsible for overseeing financial transactions, installation and maintenance of accounting systems, payroll procedures and the preparation of reports and analyses. Work is performed under general direction of the appointing authority or department head with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of a small number of clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business administration, economics or related field including or supplemented by 18 semester credit hours in accounting and two years of satisfactory accounting or auditing experience which must have been in maintaining or auditing governmental agency books involving appropriation accounting and the preparation of budget and financial reports;

Or:

(B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by 18 semester credit hours in accounting and five years of satisfactory experience as described in (A) above;

Or:

(C) Any equivalent combination of training and experience as outlined by the limits described in (A) and (B) above.

CONTACT:

for further information: Kimberlee Enea, Treasurer
Herkimer County Treasurer's Office
109 Mary Street, Ste. 2419
Herkimer, NY 13350
315-867-1144

Please Post for 10 Working Days (8/6/2026 through 8/19/2025)