

HERKIMER COUNTY JOB OPENING

Department: Treasurer

Title: Junior Accountant

Anticipated Permanent Position, Full-time Opening

Salary: \$50,000 - \$65,000

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 entry level accounting work is responsible for developing, maintaining and auditing general accounting systems in an office which performs numerous, constantly recurring financial transactions involving the deposit, withdrawal, transferal and monitoring of funds in multiple accounts. The incumbent's duties involve maintaining and keeping in balance the general ledger and having over all charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. The work is distinguished from positions in the account clerical series by reason of the need to employ technical accounting skills and good accounting judgment. The specific qualifications of training and experience for this position are not necessarily required in the account-clerical series of positions. The position is distinguished from higher professional level accountant positions by the specialized nature of the work and the close training and supervision available at all times. General technical oversight is exercised over the work of account-clerical employees. The Junior Accountant performs related duties as required.

MINIMUM QUALIFICATIONS:

EITHER:

(A) Graduation from a regionally accredited or New York State registered College or vocational school with an Associate Degree in accounting;

Or: (B) Two years of accounting or auditing experience above the entrance level involving either: the maintenance and/or audit of double entry books including general ledger; or maintenance of government agency books involving appropriation accounting, including preparation of budgetary and financial reports;

Or: (C) An equivalent combination of training and experience as defined by the limits of (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 (8/31/2026 through 9/14/2026)