

**WARREN COUNTY**  
**ANTICIPATED VACANCY ANNOUNCEMENT**

**JUNIOR ACCOUNTANT**

The Warren County Treasurer is seeking candidates for the position of Junior Accountant. This is a full time position, with benefits. Starting salary - \$55,839.

The Junior Accountant in the Warren County Treasurer's Office is responsible for performing accounting and auditing functions including the preparation of financial statements and analyses in accordance with standard accounting procedures, as well as other assigned functions.

**MINIMUM QUALIFICATIONS:**

- 1) Bachelor's degree in Accounting and 2 years of full-time paid accounting or auditing experience, which shall have included a) maintaining or auditing double-entry books of a business, including the general ledger, b) maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports or c) in the field auditing of such books, or
- 2) Associate's degree in Accounting and 4 years of full-time paid accounting or auditing experience, which shall have included maintaining or auditing double-entry books of a business, including the general ledger, b) maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports or c) in the field auditing of such books.

*Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidates must meet civil service requirements for appointment following establishment of eligible list.*

**RESIDENCY:** Must be resident of Warren County or a contiguous County at time of appointment.

**Interested candidates may submit an Application and Resume by May 18, 2018 to:**

Robert V. Lynch II  
Deputy County Treasurer  
1340 State Route 9  
Lake George, New York 12845

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Warren County is an Equal Opportunity Employer.