

WARREN COUNTY
NOTICE OF VACANCY

ACCOUNTING TECHNICIAN

The Warren County Treasurer is seeking candidates for the position of Accounting Technician. This is a full time position, with benefits. Starting salary - \$46,318.

The Accounting Technician in the Warren County Treasurer's Office is responsible for reviewing occupancy tax returns, collection of occupancy tax, periodic reviews of owner books for compliance with the Occupancy Tax Law, reconciliation of health insurance bills to financial system, direct assistance to Junior Accountant and Accountant in the daily accounting operations of the department.

MINIMUM QUALIFICATIONS: Either:

1) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree or higher in business administration, accounting or related field and one year of full time paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or

2) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in business administration, accounting or related field and three years of full time paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; or

3) An equivalent combination of training and experience as defined by the limits of 1) and 2) above.

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 July 24, 2018 to:

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

Warren County is an Equal Opportunity Employer.