

TOWN OF LEWISTON
JUNIOR ACCOUNTANT – PART-TIME
Salary range: \$16.00 - \$21.00/hr
Monday – Friday
4-5 days/week - 4-5 hrs/day

A **PROVISIONAL** Civil Service appointment **if not on the current eligible list**. Candidate required to take open-competitive civil service exam in the future. Permanent appointment dependent upon exam score.

Responsible for performing various accounting functions, including preparation of journal entries, bank reconciliations, maintenance of general ledger and monitor department budgets, etc. This position reports to Director of Finance. Does related work as required.

Min. Qualifications – Bachelor's Degree business administration or accounting; OR Associates Degree business administration or accounting with 2 years accounting experience; OR High School Diploma/Equivalency Diploma, 12 credit hours of business administration or accounting and 4 years accounting experience.

Applications are available at Town Clerk's office, 1375 Ridge Rd., Lewiston, NY 14092. Email resume and cover letter to asmith@townoflewiston.us or mail to Town of Lewiston, Supervisor's Office, PO Box 330, Lewiston, NY 14092. 716-754-8213 ext.224