



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: Accountant #98

PAY RATE: \$33.24/hr - \$38.72/hr

DEPARTMENT/DIVISION: Niagara County Treasurer's Office

WORK LOCATION: Philo J. Brooks Building, 59 Park Avenue, Lockport, NY 14094

STATUS: Provisional

DESCRIPTION: Maintains and supervises the maintenance of general books of accounts to established account classifications, including general ledgers and journals; Studies business and accounting procedures and recommends changes; Balances and closes the ledgers; Compiles data, prepares and submits periodic reports of the conditions of various accounts; Examines formally to verify accounts, both internally and those of outside agencies; Reviews grant awards and audits the claims of grants; Advises subordinate and administrative personnel on accounting and record keeping procedures; Prepares financial and statistical reports, performs periodic trial balances; Prepares daily banking and investment related transactions; Establishes and supervises the maintenance of proper accounting systems; Supervises and assists in preparation of all required reports and claims.

MINIMUM QUALIFICATIONS: 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 in accounting and two (2) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial statements; 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 accounting and four (4) years of satisfactory full-time paid accounting experience as detailed above, six (6) months of which must have been in governmental accounting

---

CONTINUED

DATE POSTED: 1/24/2022      DEADLINE: 2/6/2022

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer