



NIAGARA COUNTY JOB POSTING

DATE POSTED: 09/16/2024

DEADLINE: 09/29/2024

POSITION TITLE/ #: Junior Accountant #13346 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$29.46-\$34.20

WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Treasurer

WORK LOCATION: Lockport, NY

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Kyle Andrews

ADDRESS: 59 Park Avenue, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

This is a responsible position performing various accounting functions. Incumbents in this position maintain and participate in the accounting control procedures for funds budgeted for the departments. Works under the general supervision of an administrator of higher rank. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found on the continuous recruitment posting here:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

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 business administration or accounting; **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 or 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**

Graduation from high school or possession of an equivalency diploma, completion of twelve (12) credit hours in business administration or accounting from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, **and** four (4) years of satisfactory full-time paid accounting experience involving the maintenance of general books of account and preparation of financial

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 here:
<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
Form Revised 4/4/2023