

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

**Accounting Supervisor**

Salary: \$61,192 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

**Duties of the position:** This position involves responsibility for directing the accounting operations of identified Department(s) and overseeing staff engaged in financial record keeping, claims preparation, auditing and related fiscal functions. The work is performed under the administrative direction of the Department Head with wide leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of account keeping staff in the accounting section. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration and two (2) years of accounting or auditing experience; **OR**
- B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree including or supplemented by 12 credit hours in accounting and four (4) years of accounting or auditing experience; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and six (6) years of accounting or auditing experience.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled. Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website,  
<https://stlawco.org/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

**AA/EEO**

Posted: 04/26/22