



OSWEGO COUNTY ACCOUNT CLERK (PART-TIME)

The Oswego County Department of Social Services has an immediate need for a permanent, part-time Account Clerk to work 20 hours per week in their Mexico location.

Qualifications: Graduation from high school or possession of an equivalency diploma and one (1) year of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing of payroll, vouchers and bills, and verifying calculations; **OR** Graduation from high school or possession of an equivalency diploma and six (6) credit hours in accounting, math, or closely related field; **OR** Two (2) years of experience as listed above. Experience using Excel is preferred.

Pay Rate: \$14.38 per hour.

To Apply: Review of applications will begin immediately and continue until position is filled. Send application to:

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126

(315) 349-8209 Fax: (315) 349-8254

Email: humanresources@oswegocounty.com

Web: www.oswegocounty.com/humanresources/openings.html

AA/EEO EMPLOYER