

**DATE:** April 24, 2024

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position and there are currently open competitive and promotional eligible lists.)



**FROM:** Alan Macaluso, Director of Information Services,  
25 South Manor Avenue, Kingston, NY 12401

**JOB VACANCY:** Junior Accountant / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** So Manor Complex

**SALARY:** \$29.28 / hour (Grade 13)

**FILL DATE:** May 15, 2024

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsibility for the performance of accounting and auditing tasks of progressive difficulty under the under general supervision of the accounting supervisor or department head. Considerable independent judgment is exercised in technical aspects of the work. May supervise a small number of clerical personnel. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern governmental accounting procedures and practices; working knowledge of laws, rules and regulations affecting the operation of an office of county government; working knowledge of appropriation budgeting procedures and practices; ability to acquire a working knowledge of the principles and practices of supervision; ability to prepare financial statements and a variety of complex financial reports; ability to communicate and deal effectively with others; accuracy; thoroughness; dependability; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a bachelor's degree from a regionally accredited or New York State registered college or university which includes or is supplemented by eighteen (18) semester credit hours in accounting; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree which includes or is supplemented by eighteen (18) semester credit hours in accounting and two (2) years of full-time paid post degree accounting experience.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.