



CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

JUNIOR ACCOUNTANT- PROVISIONAL APPOINTMENT

Junior Accountant- Provisional Appointment

The Pines Olean

2245 W State St.

Olean, NY 14760

Title	No. Positions	Salary
Junior Accountant	1	Grade 21 - \$28.32 per hour
*Provisional Appointment		General Bargaining Unit

*Permanent appointment requires successful completion and placement thru the Civil Service examination process.

The Pines/Cattaraugus County Nursing Home – is seeking candidates for a provisional (temporary with potential to transition to permanent full time) appointment to the position of Junior Accountant. Provisional appointment - permanent appointment requires successful completion, and placement, through the Civil Service examination process.

The work involves recording, classifying, examining, and analyzing data and records relating to financial transactions. The work is carried out in accordance with generally defined procedures and accepted accounting methods. The work is performed under the general supervision of an Accountant, Controller, Treasurer, or similar higher level employee with greater overall fiscal management responsibilities. The work is distinguished from that of clerical positions by the variety and complexity of assignments. The class is distinguished from higher level accounting positions by virtue of its more limited scope and level of responsibility. Considerable leeway is permitted in applying accepted accounting principles to the resolution of problems. Guidance is available when modifications and installations of new accounting procedures become necessary. Supervision may be exercised over clerical employees. A Junior Accountant does related work as required.

Minimum Qualifications:

(A) Possession of an associate degree which includes at least 15 semester credit hours in Accounting

OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience, the primary function of which is maintaining or auditing the books of account of an organization. This experience must have included responsibility for maintaining or auditing the General Ledger and General Journal. Maintaining and checking financial accounts and records in a clerical record keeping capacity is not qualifying.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

Salary is \$28.32 per hour. We offer an excellent benefits package including health, vision and dental coverage; 10 days paid vacation after your first year; 11 paid holidays; 4 personal days and NYS Retirement. Employment applications and additional information regarding this position are available at www.cattco.org/jobs.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on Tuesday, November 28, 2023 to:

The Pines, Attn: Kelly Reed,

2245 West State Street

Olean, NY 14760.

Cattaraugus County Equal Opportunity Employer

Issued: November 15, 2023