



## IMMEDIATE OPPORTUNITY

### **Principal Account Clerk** Orange County Department of Finance

Applications are now being accepted by the Orange County Department of Finance to fill a full-time Principal Account Clerk vacancy. This position is allocated to the competitive class. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, this position will become provisional pending outcome of Civil Service exam. Civil Service examination is required for appointment.

This is clerical work involving responsibility for independently performing a variety of tasks in connection with account-keeping and the financial accounting process. This position maintains the Certificate of Residence program. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of a Senior Account Clerk by virtue of the complexity of work being performed and the increased level of responsibilities. Work is performed according to prescribed policies and procedures under the general supervision of a designated superior with leeway to exercise independent judgment in carrying out the details of the work. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience involving the maintenance or auditing of financial accounts or records and preparation of related reports involving the use of computerized financial accounting systems.

**Starting Salary:** Grade 08, Step 02: 2025 rate, \$25.1211/hour; \$52,251.89 annually (40-hour work week); County Employees - As per CSEA contract for Grade 08

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

**Civil Service Examination is a requirement for permanent appointment.  
Examination to be announced at a later date.**

#### **SEND APPLICATIONS BY JANUARY 8, 2025, TO:**

COMMISSIONER'S OFFICE  
ORANGE COUNTY DEPARTMENT OF FINANCE  
255 MAIN STREET  
GOSHEN, NEW YORK 10924

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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