



IMMEDIATE OPPORTUNITY

Principal Account Clerk Orange County Department of Finance Grade 8

Steven M. Neuhaus
County Executive

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 provisional, pending outcome of Civil Service exam. Civil Service examination will be announced at a later date.

This is clerical work involving responsibility for independently performing a variety of tasks in connection with account-keeping and the financial accounting process. 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 Either:

- (A) Bachelor's Degree in Accounting, Finance, Business Administration or related field; OR
- (B) Completion of sixty (60) college credits and two (2) 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 or spreadsheet software; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined above (B).

NOTE: Your degree or credits 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 or credits were 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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Salary: Grade 08, Step 02: \$25.1211/hr; \$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.

SEND APPLICATIONS, BY OCTOBER 17, 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 and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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