



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **ACCOUNTANT I TRAINEE**
(Provisional * Appointment)

SALARY: **\$38.00/HR.**
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Manager's Office, Elizabethtown.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, and Employee Premium Enhancement and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY The work involves responsibility for administering, coordinating, directing, and supervising the professional accounting duties as they relate to financial transactions, maintenance of an accounting system, preparation of reports and analyses and computer operations of the department. The work is performed under the general direction of the department head. Supervision may be exercised over the work of a small number of subordinate clerical employees. The incumbent does related work as required. The Trainee level is to receive "on the job training" while performing professional duties under close supervision. Upon completion of the specified training period, the incumbent will be advanced to the title of Accountant I without further exam.

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelor's Degree in Accounting, Business Administration, Economics or related field including or supplemented by 18 semester credit hours in accounting and three years of satisfactory accounting or auditing experience which must have been in maintaining or auditing double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or
- (b) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including and/or supplemented by 18 semester credit hours in accounting and five years of satisfactory experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Residency Requirement: There is **no** residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: August 12th, 2026

Application Deadline: August 24th, 2026

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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