

The Onondaga County Department of Social Services is currently accepting applications for the position of:

\*Accountant I

Location: Onondaga County Department of Social Services  
421 Montgomery Street  
12<sup>th</sup> Floor  
Syracuse, NY 13202

Salary: \$56,789.

Hours of work: 35 hours per week

Please submit a cover letter and resume. Official job description, including minimum qualifications, can be found on the Personnel page at [www.ongov.net](http://www.ongov.net).

Name and Address where cover letters/resumes should be directed:

Liz O'Hara  
Staff Development Aide  
421 Montgomery Street  
12<sup>th</sup> Floor  
Syracuse, NY 13202

### **DESCRIPTION**

This is entry level professional work in maintaining accounting records, preparing reports and assisting in the establishment of new accounting systems. Under general supervision, an employee in this class maintains the accounting records of a governmental agency according to established account classifications, including cash-books, subsidiary journals and general ledgers. Employees also assist an administrative superior or higher level professional accountant in changing or establishing new accounting procedures, interfacing with computerized accounting systems, and in some instances, independently establishing less complex systems or procedures. The work requires independent judgment on technical accounting problems and is reviewed upon completion for overall standard performance. Work is also subject to periodic audit. Supervision may be exercised over a small number of clerical employees. Incumbents may be required to successfully pass a background check. Does related work as required.

### **MINIMUM QUALIFICATIONS**

#### **Promotion:**

Two (2) years of permanent competitive class status in the title of Account Clerk III.

#### **Open-Competitive:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in accounting or a baccalaureate degree including or supplemented by 24 semester credit hours, or its equivalent, in accounting; or,
- B. Four (4) years of accounting, financial auditing, or full charge bookkeeping experience, or its part time equivalent, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports\* and studies; or,
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B).

**NOTE:** Work experience posting, billing, handling cash receipts, computing monthly trial balances, debits or credits, collection on accounts, or balancing internal accounts to financial statements is not qualifying work experience for this classification. Work experience as an account clerk, accounts payable clerk, accounts receivable clerk, or as a payroll clerk is not qualifying work experience for this classification. Work experience as an Account Clerk I or Account Clerk II within a Department under the jurisdiction of the Onondaga County Department of Personnel is not qualifying work experience for this classification.

\*Financial reporting is defined by the preparation of reports such as: estimated income; profit/loss statements; bank reconciliation; income determination; asset and-equity valuation; financial statement analysis; or computing and filing tax forms such as withholding tax, quarterly deposit tax, estimated income tax or business tax.

**Onondaga County benefits include paid vacation and sick leave, 13 paid holidays, health and dental insurance, vision plan, NYS Retirement System benefits, flex spending and retiree healthcare.**

### **\*PROVISIONAL APPOINTMENT**

Successful candidate will be appointed provisionally and must take the corresponding Civil Service exam, scheduled for a later date, and place high enough on the list to qualify for permanent appointment.

**Application deadline: December 30, 2025**

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation.

Onondaga County is an Affirmative Action/Equal Opportunity Employer