



Account Clerk

Full-Time Position – City Comptroller’s Office

Contingent Permanent/Provisional Appointment – pending civil service exam

Starting Salary: \$33,717

CSEA Benefits Apply

Preference in appointment may be given to City of Newburgh residents

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical work in maintaining and checking financial accounts and records which involves the standardized application of accounts keeping practices and/or assists in performing more difficult and responsible phases of this work; does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, AND;

A. One year of experience which included compilation and maintenance of financial accounts and records, OR;

B. Successful completion of one year of clerical training.

Must be keyboard and computer software proficient.

Applications available thru May 3, 2016 at:

Newburgh Civil Service Office

City Hall 83 Broadway

Newburgh, NY 12550

Or on-line at

www.cityofnewburgh-ny.gov

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER

4/19/16