



JUNIOR ACCOUNTANT

The Town of Amherst is seeking to fill the position of Junior Accountant. The work involves performing entry level professional accounting duties requiring the application of auditing and accounting principles and practices in a wide range of activities. Duties include reviewing and checking financial records such as vouchers and requisitions; posting to ledgers, registers, and other financial records; reconciling and balancing financial reports; performing bank reconciliations and preparing accounting, auditing, and statistical reports for review by supervisors. Good knowledge of modern principles and practices of accounting and auditing required. Minimum qualifications include graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or related field, including 24 credit hours in accounting, or an Associate's Degree in a related field and two (2) years of satisfactory accounting, auditing or bookkeeping experience. Successful completion of a Civil Service Exam will be required at a later date. Town of Amherst residency will be required. Download application at www.amherst.ny.us. Minority applicants are encouraged to apply. Send resume to Robert P. McCarthy, Director of HR, Town of Amherst, 5583 Main Street, Williamsville, NY 14221 EOE, M/F/V/D.