



**JUNIOR ACCOUNTANT (HELP)**  
**Dutchess County District Attorney's Office**  
Salary: \$59,005

This is a non-competitive HELP position in the Dutchess County District Attorney's Office. This is a technical position responsible for assisting in one or more of the basic phases of the accounting or auditing process. Incumbents in this class are required to be familiar with accounting, budgeting and reporting in a municipal agency or school district. This class differs from that of Account Clerk III, Account Clerk Typist III, or Principal Account Clerk in which the primary work consists of complex financial recordkeeping duties and supervision of account keeping personnel, by virtue of participation in the maintenance of financial management activities. The work differs from that of Accountant by virtue of narrower scope of responsibility in the full accounting process, degree of independence exercised, lower level of complexity in assignments, and less supervisory responsibility. Work is performed under direct supervision of a higher-level employee. Supervision may be exercised over lower-level personnel.

**To view a complete list of job duties, click [here](#).**

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree which included or is supplemented by the completion of eighteen (18) credit hours in accounting;
- OR: (B) Completion of sixty (60) credit hours which shall have included a minimum of twelve (12) credit hours in accounting, and two (2) years of paid work experience in the performance of complex account keeping or bookkeeping duties which included the preparation of trial balances;
- OR: (C) Graduation from high school or possession of an equivalency diploma and four (4) years of experience described in (B) above;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A) and (C) above.

**NOTE:** Your degree or college credit 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.

**NOTE:** You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.).

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

Recruitment will be posted until 7/13/2026.

An EEO/AA Employer

Posted: 6/22/2026