



# COLUMBIA COUNTY NEW YORK EMPLOYMENT OPPORTUNITY NOTICE

## DEPARTMENT OF HEALTH

**Posting Date:** April 13, 2026

**Job Title:** **BOOKKEEPER**  
FULL TIME – Permanent

**Salary/Grade:** 2025 Salary: \$51,137 (2026 Salary pending Union negotiation)  
Grade 12A

**Work Location:** Hudson, NY

**Classification:** This is a competitive Civil Service position and is available only to a Certified List of Eligibles OR a lateral transfer of any employee holding permanent same title status under Columbia County Civil Service.

**Distinguishing Features of the Class:** This is important bookkeeping or semi-technical accounting work involving the responsibility for independently maintaining a set of general books in accordance with general and infrequent instructions. Double entry bookkeeping is not a requirement of this position. The work is performed under general supervision and may involve the supervision of clerical subordinates. Candidate is expected to perform related work, as required.

**Minimum Qualifications:**

(A.) Graduation from a regionally accredited New York State registered two-year college or university with an Associate's Degree in Accounting; **OR**

(B.) Graduation from high school or possession of an equivalency diploma and two (2) years of experience in clerical work of which one shall have involved the keeping of books and financial records in a responsible capacity; **OR**

(C.) An equivalent combination of training and experience as indicated in the limits of (A) or (B).

**PLEASE SUBMIT A LETTER OF INTEREST AND APPLICATION/RESUME TO:**

Timothy Moore, Accountant  
Columbia County DOH  
325 Columbia Street Suite 100  
Hudson, NY 12534

**Phone:** 518-828-3358

**Email:** [ccdoh@columbiacountyny.gov](mailto:ccdoh@columbiacountyny.gov)

**Deadline for applications:** Until Filled