



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Department of Public Works

- Job Title:** Senior Account Clerk/Typist
- Salary Range:** \$47,660 - \$56,836\* (\*Based on years of service employed in title with Saratoga County)
- Work Location:** 3654 Galway Road, Ballston Spa, NY 12020
- Classification:** Competitive (**This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date**)

#### Job Description

Work involves a variety of moderately difficult clerical tasks that require independent performance and proficient maintenance of financial accounts and record keeping on a personal computer. Work may require a general understanding of specific laws as they relate to the function of the department, as well as an understanding of established policy and procedure. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine daily operations. General supervision is received from a higher-ranking clerical or administrative employee. Supervision is not a responsibility but direction and training to lower-level clerical staff may be required. This class differs from other classes in the series by virtue of the complexity of the work, independent judgement, required typing skills, and/or degree of supervision exercised and received. This class is equivalent to Senior Clerk/Senior Account Clerk. Does related work as required.

#### Minimum Qualifications (at least)

- A)** Possession of a Bachelor's Degree in Accounting, Business Administration, or closely related field; and one (1) year of experience in maintaining financial accounts and records; **OR**
- B)** Possession of an Associate's Degree in Accounting, Business Administration, Secretarial Science, or closely related field; and three (3) years of experience in maintaining financial accounts and records; **OR**
- C)** Graduation from high school or possession of high school equivalency diploma (GED) including or supplemented by successful completion of course work bookkeeping and/or accounting or finance; **and** five (5) years of experience maintaining financial accounts and records that include the operation of a personal computer in an office environment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

#### Typical Work Activities (\*Illustrative)

- Operates a personal computer in performing duties described below:
- Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;



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- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Tracks audits and monitors a variety of accounts;
- Verifies adjustments are made to correct allocations and issues reports as required;
- Prepares complex financial or statistical summary reports;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
- Prepares in final format, accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;
- Prepares funds for deposit into book accounts, reconciles accounts and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information as required;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
- Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
- Operates calculator, peripheral computer equipment and other office equipment;
- May assist in the preparation of figures and reports for use in budget presentations and requests.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

### **Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*