



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerk's Office

- Job Title:** PRINCIPAL ACCOUNT CLERK
- Salary Range:** \$50,068 - \$59,246* (*Based on years of service employed with Saratoga County)
- Work Location:** 40 McMaster Street, 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

The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with the objectives, policies and procedures of the office to which assigned, allowing for the exercise of independent judgement in planning and carrying out the details of the work. Detailed clerical operations are usually reviewed in a general manner while action or questions of established policy and procedure are closely checked by the supervisor. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. 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 and business accounts; **OR**
- B. Possession of an Associate's Degree in Accounting, Business Administration, or closely related field and three (3) years of experience in maintaining financial and business accounts and records; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma (GED) and five (5) years of experience maintaining financial and business accounts and records.

(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)

- Plans, assigns and reviews the maintenance and checking of a wide variety of financial records in journals and computer files and reports and instructs employees in the specialized details of the work;



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- Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution costs according to prescribed codes;
- Directs the audit of varied financial and business accounts, claims and records and the preparation of reports thereon;
- Directs the compilation, preparation and analysis of a variety of complex financial, statistical and business records and reports;
- Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
- Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
- Revises, systematizes and installs account keeping methods and procedures for maintaining applicable records;
- Reconciles ledgers of revenue received with bank statements;
- Conducts correspondence in connection with financial matters;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Operates calculator, peripheral computer equipment and other office equipment.

**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.