



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Treasurer's

**Job Title:** SENIOR ACCOUNT CLERK

**Salary Range:** \$50,207 - \$59,946\* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

**Work Location:** 40 McMaster Street, Ballston Spa, NY 12020

**Classification:** Competitive (**This position is being filled on a provisional basis pending the approval to NYS HELPs program**)

#### Job Description

The work involves responsibility for performing moderately difficult clerical, financial and account keeping duties requiring a general understanding of specific law, office rules, procedure and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher-ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees as it relates to financial records and maintenance. With the exception of the ability to maintain financial accounts and records, this class is equivalent to that of Senior Clerk. Does related work as required.

#### Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Accounting, Secretarial Science, Office Management, Business Administration, or closely related field, **AND** two (2) years of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of detailed financial accounts and record keeping; **OR**
- B. Graduation from high school or possession of an equivalency certificate (GED), **AND** four (4) years of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of detailed financial accounts and record keeping.

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

- Answers the phone, and provides excellent customer service to the public;
- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized account keeping and financial activities;
- Has charge of posting to journal or ledgers from a variety of original entry media or sources;
- Reviews and checks account keeping records and reports for mathematic and clerical accuracy, completeness and proper extension;
- Processes the verification and reconciling of specified financial account balances;
- Conducts correspondence on matters where policies and procedures are well defined;
- Issues receipts for monies received;



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- Compiles payroll data, prepares and checks payroll;
- Complies and prepares labor, material and operational cost records and financial reports;
- Supervises the processing, sorting, indexing, recording and filing of a variety of financial control records and reports;
- Preparation of reports from journal or ledger as necessary;
- Compile data for, and assists in preparation of complex financial and statistical records and reports;
- Operates computing, calculating, check writing, work processing, and other office machines;
- Other related duties as necessary.

*\*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
- *Position will be submitted to the NYS HELPs program. It will remain provisional until approved by NYS Civil Service.*

### **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 through the date posted or until the flyer has been removed.**

*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.*