DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Job Title: **ACCOUNT CLERK TYPIST (HELP's Program)**

Salary Range: $47,990 - $57,689* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Non-Competitive **(Exam requirements temporarily waived)**

Job Description

The work involves responsibility for the performance of standard clerical and account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Performs related work as required.

Minimum Qualifications (at least)

A) Possession of a Bachelor's degree in Accounting, Business Management, Business Administration, or a closely related field; **OR**

B) 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 financial accounts and record keeping; **OR**

C) Graduation from high school or possession of an Equivalency Diploma (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 financial accounts and record keeping.

(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)

- Reviews a variety of documents such as claim forms, vouchers, bills and purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies accuracy of all calculations and codes on documents;

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- Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
- Prepares correspondence, documents, records and other written material as needed and directed; ⍰ Reconciles all financial entries;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances and cash received or paid;
- Produces data needed for state and federal reimbursement claims (as applicable);
- Receives payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transacts other general bank business as necessary;
- Contacts clients and vendors by phone and/or correspondence to obtain necessary additional information required to complete assigned tasks;
- Provides routine information either verbally or in writing, in response to any inquires of financial records or information;
- Files and maintains all records related to processing of payroll, invoices, vouchers, bills and correspondence;
- Receives, audits, balances payroll time records;
- Operation of a personal computer, calculator and other related 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

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.

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 *****

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.