



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Job Opening **Bookkeeper to the Supervisor Trainee** Town of Reading

LAST DATE TO FILE: Applications accepted until position is filled. **SALARY:** Based on experience.

VACANCY: At the present time, there is one part-time opening at the Town of Reading. The hours and wages will depend on the amount of experience. This is a trainee position and once trained the position would be anticipated to move into the Bookkeeper title with being appointed provisional as this position is pending jurisdictional classification. **The person hired may need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for assisting the Town Supervisor by performing a variety of accounting or administrative duties. Work is performed under the direct supervision of the Town Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintain the accounting and check writing system using a municipal accounting program for the Supervisor. This would include experience working with Williamson Law or Quickbooks for entering all revenues and disbursements for the Town Board, Town Clerk, Highway Department, Building Inspector III and Town Justice;

Prepare and maintain the municipal payroll system for the Supervisor covering all Town officials and employees, including fund transfers, withholding deposits, and State and Federal reports;

Prepare Health Insurance reports;

State retirement reporting and correspondence,

Assistance with audits, Prepare vouchers for audit by the Town Board and then prepare payments on behalf of the Supervisor for all departments within the Town;

Assist the Town Supervisor in finding ways to optimize the Town's overall operation, from finding the best sources for purchasing supplies, services, and equipment to the distribution of municipal funds between checking and various interest bearing accounts;

Attend training seminars, business meetings, and public meetings that affect the management and overall operation of the Town;

Act as the "Group Leader" for the Town's Major Medical/Health Insurance Plan;

Assist in yearly budget preparation process ;

Work with Town employees and officials to determine any necessary repairs or new construction that would enhance the efficient, cost effective, and safe operation of Town-owned properties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern general and governmental accounting procedures;
Working knowledge of town government functions;
Working knowledge of budget process;
Ability to use common word processing and spreadsheet software programs;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Organized;
Physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited of New York State registered college with an Associate's degree in accounting, business administration, or a closely related field and two years accounting experience using either Williamson Law or Quickbooks, or business administration experience which must have been in a responsible administrative, managerial or supervisory capacity; or
- B. Four years of experience as defined in (A); or
- C. An equivalent combination of experience and education as described in (A) and (B) above.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: July 27, 2021