



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: ljohnson@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Job Opening **Senior Bookkeeper** Schuyler County Treasurer's Office

LAST DATE TO FILE: April 5, 2017 by 4:30pm

SALARY: \$21.15/hr with benefits

VACANCY: There is one full-time, 35 hour per week, opening in the Schuyler County Treasurer's office. **The person hired will 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

JOB DESCRIPTION: The position involves responsibility for performing advanced level financial and bookkeeping activities of a difficult and complex nature in the County Treasurer's office. The work is performed under the supervision of the Treasurer and Deputy County Treasurer with leeway allowed for exercise of independent judgment. Supervision may be a requirement of this class.

TYPICAL WORK ACTIVITIES:

Prepares highly detailed accounting and financial statements, form letters, vouchers, and reports;
Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
Responsible for maintaining general ledger including posting figures to appropriate accounts, making all necessary adjustments, and verifying and reconciling balances;
Reviews status of accounts as adjustments are made and takes appropriate action as to authorizing payment, issuing checks or preparing bills;
Tracks, audits, and monitors a variety of accounts, including grants received by various departments within the County;
Evaluates trial balances and prepares summary statements of ledger balances;
Verifies adjustments are made to correct allocations and issues reports as required;
Compiles and analyzes complex financial or statistical summary reports;
Liaison with clients, vendors, or other agencies to obtain additional information when required;
Responds to inquiries on status of accounts or other financial matters;
May supervise the work of subordinate clerical staff;
Processes, sort, indexes, records and files a variety of records and reports;
Assists in preparation of figures and reports for use in budget preparation;
Assists in conducting tax sales and sales of real property for past due taxes by preparing materials for advertising, computing interest and penalties,
Assists in compiling and filing delinquent tax information to be filed in County Clerk's office;
Monitors expenditures to maintain budgetary controls;
Maintains records of receipts and expenditures on a daily basis;
Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree, or higher, in Accounting, Business Administration, or a closely related field and four years of responsible bookkeeping experience which involved the maintenance and review of financial accounts and records;
- B. Graduation from a business certificate program that includes coursework in accounting and five years of experience as described in A.
- C. Graduation from high school or possession of a general equivalency diploma and six years of experience as described in A.

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: March 13, 2017