



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening Senior Account Clerk-Keyboard Specialist Department of Social Services

LAST DATE TO FILE: May 4, 2017

HOURLY RATE: \$16.94/hour

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one anticipated full-time (35 hours/week) opening in the Schuyler County Department of Social Services. **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. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: The work involves responsibility for independently performing and/or supervising clerical duties in the maintenance and review of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The work is performed under general supervision and the incumbent may train lower level clerical workers. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
Track audits and monitors a variety of accounts;
Verifies adjustments are made to correct allocations and issues reports as required;
Prepares complex financial or statistical summary reports;
Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposit into book accounts, reconciles accounts, and prepares reports from information;
Contacts clients, vendors or other agencies to obtain additional information;
Provides information orally or in writing in response to inquiries on status of accounts and other financial matters;
Receives payments in person or by mail;
Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
Operates calculator, peripheral computer equipment and other office equipment;
May assist in preparation of figures and reports for use in budget preparation.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration, or a related field; or
- B. Graduation from high school or possession of an equivalency diploma and completion of a business certificate program that includes coursework in accounting and one year of clerical experience involving responsibility for maintaining and checking financial accounts and records; or
- C. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience involving responsibility for maintaining and checking financial accounts and records.

PROMOTIONAL QUALIFICATIONS: Candidates for promotional consideration must have one year of permanent full-time competitive status as an Account Clerk-KeyBoard Specialist in a Schuyler County department immediately preceding the date of application

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 (607) 535-8190

Issue Date: April 19, 2017