

**Finance Clerk II** at City of Geneva(Starting 2021 salary \$40,954 plus benefits package): City of Geneva Department has one (1) current vacancy in Finance/Assessor/City Clerk Department. Appointment provisional, pending Civil Service Exam. Candidate must be legal resident of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne or Yates County for at least one (1) month immediately preceding examination date(exam date not established yet). **City residents strongly encouraged to apply**. Refer to job description attached for minimum qualifications and typical work activities.

Submit Ontario County Application, cover letter and resume to:

<https://ontario-portal.mycivilservice.com/>

Click "Civil Service Employment Portal" on the left side

Deadline: Friday, September 17, 2021. Questions call 315-789-4369 EOE/AA

The City of Geneva is an equal opportunity employer that is committed to recruitment, retention and development of a diverse workforce without regard to age, creed, race, color, sex/gender, sexual orientation, national origin, marital status, partnership status, disability, military status, citizenship status, alienage, arrest or conviction record, predisposing genetic characteristics, domestic violence victim status and victim of stalking & sex offenses.

"Inclusion is our mission-Celebrate Differences!" Join our team and celebrate the differences in our workplace and the rich diversity in the community. Apply today and make a difference.

## FINANCE CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult work involving responsibility for independently performing and supervising varied financial recordkeeping, reviewing and related tasks. Employees in this position perform double entry bookkeeping. The work requires a general understanding of specific law, office rules, procedures and policies and may be performed on an alpha/numeric keyboard. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and classifies a variety of receipts and expenditures, and distributes according to prescribed procedures;  
 Assigns work, reviews and records work done;  
 Instructs employees in office specific financial recordkeeping activities;  
 Enters information regarding financial records in a prescribed manner;  
 Reviews and checks financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
 Supervises the verification and accuracy of individual financial records including the verification of adequate fund balances in budget accounts;  
 Maintains a wide variety of financial reports and records, including ledger and journal entries;  
 Calculates and oversees billing for various units;  
 Compiles payroll data for review by finance staff;  
 Compiles and prepares labor, material and operational cost records and reports;  
 Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;  
 Assists with audits of varied accounts, claims and records;  
 Prepares reports from financial records;  
 Compiles data for, and prepares and analyzes complex financial and statistical records and reports;  
 Prepares reports various governmental meetings and maintains official records of agendas and meeting minutes;  
 Operates computing, calculating, check writing and other office machines;  
 Assists in the preparation of unit or departmental budget and in maintaining budget control.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic, including double-entry bookkeeping and English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

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FINANCE CLERK II

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting, business administration, finance or closely related field;
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in the maintenance of financial accounts and associated financial records; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

APPROVED: DECEMBER 15, 2006

REVISED: 12/29/14; 7/31/15; 12/6/18; 9/11/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE