



POSITION OPENING

Finance Clerk II

Position(s): Finance Clerk II- (1 vacancy) at Finance Dept.

Hours: 35 hours per week

Salary: 2022-- \$41,875

Civil Services Classification: Competitive- Appointment provisional, pending Civil Service Exam. Exam date not established yet.

Job Description: Attached--- Qualifications AND

To Apply:

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

Click "City of Geneva-Finance Clerk II"

- Complete Ontario County Application AND attach
 - Cover Letter
 - Resume
 - References: At least two (2) of which former/current supervisor or direct reports – will not be contacted until permission provided to City during the interview process.

If you have any further questions regarding this position availability, please call Human Resource Office at 315-789-4369 or 315-828-6580

Opening posted from Tuesday, November 1st to Friday, December 2, 2022—Online post closes at 11:59pm

FINANCE CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult work involving responsibility for independently performing and overseeing 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. Oversight may be exercised over the work of one or more lower-level employees. 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;

Performs and oversees 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;

Performs and oversees 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 computers 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 operate a personal computer and utilize common office software programs; ability to plan and oversee the 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

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of Associate's Degree, or higher, in accounting, business administration, finance or a closely related field; OR
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.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

APPROVED: DECEMBER 15, 2006

REVISED: 12/29/14; 7/31/15; 12/6/18; 9/11/19; 8/29/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Finance Clerk II

Finance Reporting & Customer Service Clerk

Position Summary

The Finance Reporting & Customer Service Clerk, under the direction of the Comptroller and Deputy Comptroller, is responsible to provide first point-of-contact to the public in collecting and processing a variety of resident and vendor payments using various financial systems. Assisting with the financial functions of the municipality, performing accounts payable and other finance related duties. In conjunction with other City departments, assisting with payroll and tax assessment functions. Is accountable for delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.

Office Hours: 35 hours per week; 8:30 am – 4:30 pm Monday - Friday

Responsibilities

Finance Office

- Provide quality customer service while responding to public and internal inquiries, concerns, and investigating discrepancies
- Maintain the accounts payable and receivable systems to ensure complete and accurate records of all moneys
- Evaluates and processes official documents of a routine nature
- Designs, sets up and maintains electronic and/or paper files of correspondence, documents, and records
- Maintain data and conduct regular reviews/audits of work to ensure accuracy and integrity
- Receive, interpret, and verify financial reporting information and documents for completeness, correctness, and conformity with applicable bylaws, policies, practices, and procedures.
- Reviews reports, records and other official documents for clerical and overall accuracy, completeness, and proper extension.
- Provide backup to administer the bi-weekly payroll to ensure employees are paid in an accurate and timely manner
- Other duties as assigned

Assessor Office

- Handling a variety of routine processes related to the assessment roll, reception, and office and records management
- Assists with updates for the Assessment database
- Verifies the uniform parcel identifying numbers for the public

Ideal Candidate provides Key Attributes:

- Proficient with Microsoft applications (Word and Excel)
- Ability to analyze financial information while maintaining a high degree of accuracy and attention to detail;
- Excellent oral and written communication skills
- Ability to plan, prioritize and communicate effectively;
- Ensuring financial funding reporting to external agencies is completed in a timely manner
- Ability to work effectively as part of a team;
- Bilingual (English/Spanish) highly desirable;
- Experience in a municipal or local government setting a plus