

# Finger Lakes Community College Vacancy

Salary Range: \$19.29/hr - \$30.52/hr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

## PRINCIPAL ACCOUNT CLERK

### 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 New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, or higher, in Accounting, Finance, Business Administrator or closely related; OR
2. Possession of an Associate's Degree that includes with 18 credit hours in accounting AND two (2) years of full-time, or part-time equivalent, paid experience in accounting or auditing experience involving the use of double entry books; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: In addition to the minimum education required noted in number (2) above, study in the field of accounting, may be substituted for the experience on a year-for-year basis, up to two years, with 12 credit hours in accounting equal to 1 year of experience.

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.

HR Dept. Only: Only those titles included in the promotional field are acceptable for meeting open-competitive qualifications.

DISTINGUISHING FEATURES OF THE CLASS: This is high-level account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work including ledgers and journal entries. Work is performed under general supervision and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Oversight of the duties performed by subordinate employees may be exercised. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated; does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial reports and records, including ledger and journal accounts;

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PRINCIPAL ACCOUNT CLERK

TYPICAL WORK ACTIVITIES: (Continued)

Instructs employees in the specialized details of this work;  
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;  
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;  
Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;  
Oversees and participates in the preparation of payroll data for compilation and processing;  
When assigned, assists in the higher-level duties of processing payroll;  
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;  
Revises, systematizes, and installs account-keeping methods and procedures;  
Reconciles ledgers of revenue received with bank statements;  
May supervise the preparation of purchase orders and the securing of bids from vendors;  
Prepares correspondence in connection with financial matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current methods used in maintaining and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; good knowledge of current general and governmental accounting; ability to operate a personal computer and utilize common office software programs; ability to plan, assign and supervise the work of account keeping and clerical subordinates; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to readily acquire familiarity with agency organization, functions, laws, policies and regulations; good judgment in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity.

APPROVED: August 27, 2013

REVISED: 11/6/19; 1/9/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE