



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** 24-034      **POSTING DATE\*:** FROM: 05/10/24      TO: 5/31/24

**JOB TITLE:** Finance Clerk I (Tax Collector) (Seasonal) – 2 positions

**RATE OF PAY:** \$18.86/hr

**LOCATION:** Ontario County Treasurer’s Office

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Positions are seasonal – starts 8/12 through 11/8/24 to collect School taxes.

Minimum qualifications: Either:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience maintaining financial accounts and associated financial records; OR

Two years of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience as described in (1) above.

SUBSTITUTION: Completion of one (1) year of college (30 credit hours equaling 1 year) with study in accounting, secretarial science, office technologies or business administration may be substituted for the one (1) year of required experience as noted in (1) above.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## FINANCE CLERK I

### MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience maintaining financial accounts and associated financial records; OR
2. Two years of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience as described in (1) above.

SUBSTITUTION: Completion of one (1) year of college (30 credit hours equaling 1 year) with study in accounting, secretarial science, office technologies or business administration may be substituted for the one (1) year of required experience as noted in (1) 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.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily routine in nature and involves operating a computer in the application of standardized financial recordkeeping practices and reviewing financial accounts and records. Incumbents usually work under general supervision on standard assignments in accordance with clearly defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to various accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;  
Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry;  
Assists in maintaining labor, material, and operation expenses;  
Assists in verifying and reconciling account balances according to a prescribed procedure;  
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;  
Types and maintains various records;  
Compiles data for and helps in the preparation of simple financial and statistical reports;  
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;  
Compiles payroll data, prepares and checks payroll;  
Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetical computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; accuracy, tact, neatness and courtesy; physical condition commensurate with the demands of the position.