



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (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 #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

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.

APPLICATION DEADLINE / LAST FILING DATE*: _____

* 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](#).

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.

Rev. 7/22/2020

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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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