

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION



(585) 396-4465

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.
- Some positions offer remote work opportunities and work hour flexibility.

www.ontariocountyny.gov

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

WE'RE HIRING:

Finance Clerk II Ontario County Finance Department

Starting 2025 Salary: \$50,115/yr (\$25.70/hr)

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. 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.

APPLY TODAY!



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.

Continued on Page 2

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