

**Town of Canandaigua – Vacancy**  
Salary range: \$68,000-\$72,000/yr.

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>

**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.

**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. Continued on Page

FINANCE CLERK II

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.

APPROVED: DECEMBER 15, 2006

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

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES