

# 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.

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

### COUNTY TREASURER

Starting 2026 Salary: \$26.47/hr. (\$51,616.50/yr.)

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.

[www.ontariocountyny.gov](http://www.ontariocountyny.gov)

**APPLY TODAY!**



## FINANCE CLERK II

### 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 – OPEN-COMPETITIVE: 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.

MINIMUM QUALIFICATIONS – PROMOTIONAL FOR ONTARIO COUNTY DEPARTMENTS: Candidates must possess, either:

1. One (1) year Permanent Competitive status as a Finance Clerk I; OR
2. Two (2) years Permanent Non-Competitive status as a Finance Clerk I (HELP Program); OR
3. A combination of (1) and (2) which equals no less than two (2) years of service in an Ontario County Department.

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;

Continued on Page 2

FINANCE CLERK IITYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

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;  
Conducts routine correspondence on matters where policies and procedures are well defined;  
Working from rough draft or from data personally developed, prepares accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;  
Answers telephone and gives out routine information, as needed;  
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 communicate effectively in English both orally and in writing;  
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; 2/2/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: CITIES, COUNTY, LIBRARIES, SCHOOL DISTRICTS, TOWNS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES