

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT

ONTARIO COUNTY COURT HOUSE

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:

PRINCIPAL ACCOUNT CLERK

ONTARIO COUNTY DEPARTMENT OF FINANCE

Starting Salary: \$30.34/hr. (\$59,163/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 a Bachelor's degree, or higher, in Accounting, Finance, Business Administrator or closely related; OR
2. Possession of an Associate's Degree that includes with 18 credit hours in accounting AND two (2) years of full-time, or part-time equivalent, paid experience in accounting or auditing experience involving the use of double entry books; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: In addition to the minimum education required noted in number (2) above, study in the field of accounting, may be substituted for the experience on a year-for-year basis, up to two years, with 12 credit hours in accounting equal to 1 year of experience.

www.ontariocountyny.gov

APPLY TODAY!





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

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

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

PRINCIPAL ACCOUNT CLERK

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 a Bachelor's degree, or higher, in Accounting, Finance, Business Administrator or closely related; OR
2. Possession of an Associate's Degree that includes with 18 credit hours in accounting AND two (2) years of full-time, or part-time equivalent, paid experience in accounting or auditing experience involving the use of double entry books; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: In addition to the minimum education required noted in number (2) above, study in the field of accounting, may be substituted for the experience on a year-for-year basis, up to two years, with 12 credit hours in accounting equal to 1 year of experience.

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.

HR Dept. Only: Only those titles included in the promotional field are acceptable for meeting open-competitive qualifications.

MINIMUM QUALIFICATIONS – PROMOTIONAL FOR ONTARIO COUNTY DEPARTMENTS: Must possess the required experience in any Ontario County Department; EITHER:

1. One (1) year of Permanent Competitive status as a Senior Medical Billing Clerk or Finance Clerk II; OR
2. Two (2) years of Permanent Non-Competitive status as Senior Medical Billing Clerk (HELP Program) or Finance Clerk II (HELP Program); OR
3. Two (2) years of Permanent Competitive status as a Finance Clerk I; OR
4. Three (3) years of Permanent Non-Competitive status as a Finance Clerk I (HELP Program); OR
5. A combination of (1), (2), (3), and (4) which equals no less than two (2) years of service in an Ontario County Department.

DISTINGUISHING FEATURES OF THE CLASS: This is high-level account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work including ledgers and journal entries. Work is performed under general supervision and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Oversight of the duties performed by subordinate employees may be exercised. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated; does related work as required.

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PRINCIPAL ACCOUNT CLERKTYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial reports and records, including ledger and journal accounts;
Instructs employees in the specialized details of this work;
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;
Oversees and participates in the preparation of payroll data for compilation and processing;
When assigned, assists in the higher-level duties of processing payroll;
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
Revises, systematizes, and installs account-keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
May supervise the preparation of purchase orders and the securing of bids from vendors;
Prepares correspondence in connection with financial matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current methods used in maintaining and checking financial records and reports;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business English;
Good knowledge of current general and governmental accounting;
Ability to operate a personal computer and utilize common office software programs;
Ability to plan, assign and supervise the work of account keeping and clerical subordinates;
Ability to understand and carry out complex oral and written directions;
Ability to make arithmetic computations rapidly and accurately;
Ability to prepare correspondence and reports;
Ability to secure the cooperation of others;
Ability to readily acquire familiarity with agency organization, functions, laws, policies and regulations;
Good judgment in solving complex account keeping problems;
A high degree of accuracy;
Initiative; Resourcefulness; Tact; Courtesy; Integrity.

APPROVED: AUGUST 27, 2013

REVISED: 11/6/19; 1/9/23; 10/23/23; 8/13/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: COUNTY, CITIES, TOWNS, SCHOOL DISTRICTS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES