Wayne-Finger Lakes BOCES – Vacancy
Salary range: $38,376.00-$41,972.33/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

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult financial record keeping and clerical work involving responsibility for independently performing and/or supervising varied account keeping, clerical and related tasks. The work may require a general understanding of specific law, office rules, procedures, and policies. Employees generally follow a prescribed routine and, in most cases, receive only infrequent general instructions. For the most part work is performed under general supervision. Oversight may be exercised over the work of one or more lower-level clerical employees; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
Has charge of posting to journal or ledger from a variety of original entry media;
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
Participates and oversees the verifying and reconciling of individual account balances;
Compiles and prepares labor, material and operational cost records and reports;
Participates and oversees the processing, sorting, indexing, recording, and filing of a variety of control records and reports;
Operates computers and other office machines;
Is responsible for the preparation of reports from journal or ledger;
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;
Conducts routine correspondence on matters where policies and procedures are well defined;
Answers telephone and gives out routine information.
May, on occasion, be required to operate word processing, data entry or related business equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and oversee the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to operate a personal computer and utilize common office software programs; ability to get along well with others; mental alertness; high degree of accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, in the maintenance of financial accounts and associated financial records.

SUBSTITUTION: Study in accounting, business administration, finance, or a closely related field from a or university may substitute for the experience on a year-for-year basis for up to two years.

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.

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SENIOR ACCOUNT CLERK

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: OCTOBER 7, 1996
REVISED: 5/10/16, 10/2/19, 12/6/19; 8/29/22
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
(Ontario County job specification for Senior Account Clerk accepted by and adopted by Geneva Housing Authority on 1/1/00; Geneva City School District on 8/24/00; City of Geneva on 9/8/00)