



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Senior Account Clerk-KeyBoard Specialist

Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled.

HOURLY RATE: \$19.91/hour with excellent benefit package ranging from \$7,594 - \$24,483 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one full-time (35 hours/week) **provisional** opening in the Schuyler County Department of Social Services. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: The work involves responsibility for independently performing and/or supervising clerical duties in the maintenance and review of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The work is performed under general supervision and the incumbent may train lower level clerical workers. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
Track audits and monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;
Prepares complex financial or statistical summary reports;
Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;
Prepares funds for deposit into book accounts, reconciles accounts, and prepares reports from information;
Contacts clients, vendors or other agencies to obtain additional information;
Provides information orally or in writing in response to inquiries on status of accounts and other financial matters;
Receives payments in person or by mail;
Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
Operates calculator, peripheral computer equipment and other office equipment;
May assist in preparation of figures and reports for use in budget preparation.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Accounting, Business Administration, or a related field; or
- B. Graduation from high school or possession of an equivalency diploma and completion of a business certificate program that includes coursework in accounting and one year of clerical experience involving responsibility for maintaining and checking financial accounts and records; or
- C. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience involving responsibility for maintaining and checking financial accounts and records.

PROMOTIONAL QUALIFICATIONS: Candidates for promotional consideration must have one year of permanent full-time competitive status as an Account Clerk-KeyBoard Specialist in a Schuyler County department immediately preceding the date of application

Applications and announcements are available at www.schuylercounty.us or the
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Issue Date: November 8, 2022