



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Account Clerk / Typist
DHS Support Collection
\$13.671 / hr**

Full benefits package including NYS Retirement

** Vacancy will be filled using the civil service list for Account Clerk. Please submit an employment application to the Personnel Office to participate in the examination, which is held by appointment in the Seneca County Personnel Office**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either:

Graduation from High School including or supplemented by courses in bookkeeping; OR
Two (2) years of clerical experience which shall include experience in bookkeeping.

DISTINGUISHING FEATURES OF THE CLASS:

The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision of standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition equal to the demands of the position with reasonable accommodation made by the employer for physical handicap.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:

**SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165**

**Applications Accepted Up To:
May 26, 2017
Or Until Position is Filled**

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances according to a prescribed procedure;
Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines.

**** The Account Clerk examination is given on a continual basis by appointment in the Personnel Office to approved candidates. All approved applicants are given the opportunity to participate in this examination.****

Issued: May 12, 2017