

NOTICE OF VACANCY

Date: September 6, 2017

Title: Senior Account Clerk

Salary: \$37,279 (Annually)

Classification: Competitive

Distinguishing Features of the Class:

The work involves responsibility for the independent performance of moderately difficult financial account and record keeping electronically, on hard copy, or both. The work may require decision making as to methods to be used and classification of records and accounts. Additionally, the incumbent will be responsible for entering and retrieving information from an alphanumeric computer database and using a computer or work processor to produce printed material such as forms, letters and memoranda. The incumbent works under general supervision and may train lower level clerical workers. Supervision is not a responsibility of this class. This position differs from Account Clerk in that duties are more complex and represent a higher level of responsibility.

Typical Work Activities:

- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies
- Post figures to appropriate accounts, makes all necessary adjustments in balances
- Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills
- Tracks 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 Federal or State reimbursement
- Working from rough draft or from data which is personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material using a personal computer, typewriter or word processor
- Prepares funds for deposit into book accounts
- Reconciles accounts and prepares reports from information
- Contact clients, vendors or other agencies to obtain additional information
- Provides information orally or in writing in response to inquiries of status of accounts
- Processes, sorts, indexes, records and files variety of control records and reports or supervises the process
- May assist in preparation of figures and reports for use in budget preparation
- Does more complex payroll transactions or may do payroll for entire department and prepare all related reports
- Operates calculator computer terminal and other related office equipment.

Required Knowledge Skills and Abilities:

Good knowledge of modern methods used in keeping and checking financial accounts and records; good knowledge of office terminology, procedures, equipment and business English; ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately; ability to operate an alphanumeric keyboard such as a personal computer, typewriter or word processor at an acceptable rate of speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated oral instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public; ability to perform close, detail work involving considerable visual effort and strain; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either

- A. Graduation from High School or a High School Equivalency Diploma and three (3) years of clerical experience maintaining financial accounts and records; OR
- B. Four years clerical experience as described in (A) above; OR
- C. An equivalent combination of training and experience as defined in (A) and (B).

Benefits:

The City of Kingston offers a comprehensive benefits package which includes major medical, dental and vision insurance. Employees receive paid time off and enrollment in the New York State Retirement System.

Applications:

Applications must be received in the Kingston Civil Service Office by Monday, September 18th no later than 3:00pm. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab. The City is not responsible for mailings received after the deadline.

This posting is for filling a competitive position which we currently don't have an active eligible list for. This position will be filled on a provisional basis. The incumbent will have to finish in the top three willing to accept appointment upon taking the examination. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer