# SENIOR ACCOUNT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex clerical work involving responsibility for independently performing varied account keeping, reviewing, and related tasks. The work may require a general understanding of specific law, office rules, procedures, and policies. The incumbent generally follows a prescribed routine and in most cases receives only infrequent general instructions. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account keeping process. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

* Payroll Duties (compilation of hours worked/supporting paperwork and documents, creation of paychecks, distribution of pay stubs, leave balances, providing support for staff, etc.)
* Accounts Payable (input of invoices and processing in system)
* Accounts Payable Abstracts (preparation of abstracts, scanning for electronic access, collating signed abstracts, preparation for Finance Manager, updating ledger in system for posting of abstracts)
* Accounts Receivable (creation/distribution of invoices, input and processing in system; follow-up on delinquent accounts)
* Purchase Orders/Encumbrances (creation of purchase orders, input and processing in system;
* Projects for Finance Manager (spreadsheet research/compilation, research and solicitation of vendors, filing/records retention, journal vouchers/entries)
* Resetting system for new month and collecting interest reports from bank accounts (beginning of month)

**KNOWLEDGE, SKILLS, ABILITIES & 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 English;
* Ability to understand and carry out oral and written directions;
* Ability to make arithmetic computations rapidly and accurately;
* Ability to write legibly;
* Ability to get along well with others;
* Clerical aptitude;
* High degree of accuracy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in maintaining financial accounts and records.

**NOTE:** Training beyond high school in accounting may be credited for the above required experience on a year-for-year basis.

**COMPENSATION:** Package includes a starting salary between $40,950 and $44,850 based on experience; health insurance through Excellus BCBS (17% contribution rate from employee); up to 34 days of PTO per year; enrollment in the New York State & Local Retirement System; and life and vision insurance.

**TO APPLY:** Please fill out an application at the Clinton County Personnel website (<https://www.clintoncountyny.gov/employment>) under “Current Job Openings” then “other opportunities” tab. Please forward the application and résumé via email to Michael Spofford (mspofford@cefls.org) Contact Michael with questions using this email address or by phone at 518-563-5190 ext, 112.