PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Principal Account Clerk Typist

$51,039 - $60,429

DATED: October 9, 2026

EXTENDED LAST DAY FOR FILING: November 24, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing professional accounting tasks requiring knowledge of accounting principles and procedures in the development, review, analysis and oversight of financial and accounting records including the preparation of related reports. Work is performed under general supervision of the Department Head in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk Typist by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or the oversight responsibility of lower level positions. Does related work as required.

TYPICAL WORK ACTIVIES:

- Plans assigns and reviews the maintenance and accuracy of a wide variety of municipal accounting records by subordinate personnel;
- May oversee and supervise subordinate staff;
- Trains or assists with the training of staff in the details and objectives of the work;
- Processes all funds that come into department and allocates them to appropriate revenue/appropriation account in compliance with appropriate laws;
- Prepares, analyzes and reconciles a variety of complex financial governmental records such as budget modifications, bankruptcies and property acquired and produces all required reports on appropriate software;
- Reconciles ledgers which include revenues, expenditures, accounts receivable, accounts payable or any other ledger used in the department using online receivable software;
- Conducts correspondence in connection with financial matters;
- Assists the general public with tax searches or other matters pertaining to the office;
- Inputs data into multiple specialized software systems;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of generally accepted accounting principles, particularly as they relate to governmental accounting; working knowledge of modern office procedures and equipment including, but not limited to Microsoft Office programs; ability to maintain and audit comprehensive sets of accounting records; ability to self motivate and work independently; ability to train and oversee lower level staff; ability to understand and follow complex written and oral directions, regulations, laws, etc.; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software including word processing, spreadsheets and databases, pivot tables, queries and mail merge; ability to prepare and maintain complex records; ability to perform close detailed work.

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Senior Account Clerk Typist with Otsego County

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in business administration, accounting or a closely related field and one (1) year of full-time experience or its part-time equivalent maintaining financial accounts or records ; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an

Associate's degree in business administration, accounting or closely related field and three (3) years of full-time experience or its part-time equivalent maintaining financial accounts or records; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience or its part time equivalent maintaining financial accounts and records; **OR**

(d) An equivalent combination of training and experience as described by the limits of (a), (b) and (c).

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for two (2) years of the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

If your degree was awarded by an educational institution outside of 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.

CLASSIFICATION: Competitive

Applications available at the Otsego County Civil Service/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov