

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Department of Social Services**

***Sr. Account Clerk Typist***

**\$31,278 - \$36,868**

**DATED: May 7, 2021**

**LAST DAY FOR FILING: May 21, 2021**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the independent performance of moderately difficult financial accounts and records maintenance. The work may require a general understanding of specific laws, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical employees.

**EXAMPLES OF WORK:**

- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures (this does not involve double-entry bookkeeping);
- Tracks, audits and monitors a variety of accounts;
- Verifies adjustments are made to correct allocations and issues reports as required;
- Assigns work, reviews and records work done, and instructs new employees in specialized account-keeping activities;
- 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;
- Reviews and checks account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Checks for accuracy of computations and completeness or supervises the preparation of reports which are compiled into summary reports or claims for state or federal reimbursement;
- May supervise and participate in the verifying and reconciling of individual account balances;
- Compiles and prepares labor, material and operational cost records and reports;
- Conducts routine correspondence on matters where policy and procedures are well defined;
- Operates computer, calculator, check writing machine and other office equipment;
- Prepares funds for deposit into book accounts, reconciles accounts and prepares reports from information;
- Prepares complex reports from journal or ledger;
- Uses computer and computer programs;
- Maintains various types of records, reports and files;
- Working from rough draft or from data personally developed, prepares accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials;
- Answers telephone and gives out routine information;
- Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern methods used in maintaining financial accounts and records including computer financial software; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to make arithmetic computations rapidly and accurately; ability to follow oral and written instructions; ability to organize and maintain accurate records and files; mental alertness; high degree of accuracy; neatness; tact; courtesy.

**PROMOTIONAL QUALIFICATIONS:** Two (2) years permanent status as an Account Clerk Typist within Otsego County.

**MINIMUM QUALIFICATIONS:** Either

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher in business administration, accounting or closely related field; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in maintaining financial accounts and records; OR
- (c) An equivalent combination of training and experience as defined in (a) and (b) above.

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 the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one year.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)