



*Seneca County*  
*Personnel Department*

Tel: 315-539-1710  
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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **ACCOUNT CLERK (PT)**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

Part-time positions are **MANDATORY 20 HOURS OR LESS PER WEEK**. If you are seeking more than 20 hours per week you will be required to submit your application under the "Continuous Recruitment" section of the application portal.

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Town of Covert
- Town of Lodi
- Town of Romulus
- Town of Varick
- Village of Interlaken

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of 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.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: None**

As per 17-ADM-08 issued by the Office of Temporarily and Disability Assistance (OTDA), all Child Support Enforcement Unit employees are required to have Federal fingerprinting background test. When assigned to the Child Support Enforcement Unit, an Account Clerk will be required as to have such background check.

**GENERAL STATEMENT OF DUTIES:**

Independently performs routine clerical work in maintaining financial accounts and records and/or assists in performing more difficult and responsible phases of this work; does related work as required.

**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.

**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.

**TOWN & VILLAGE OTHER DUTIES:**

Processes related payroll taxes and disbursements;

Calculates, reviews, prints and mails water bills, adjusting as seasonal, as needed;

Prepares and posts year end entries (after December activity has been closed);

Prints 1099s and W2s and distributes;

Closes out books for the year and prepares/files annual report to the Office of the State Comptroller via electronically using OCS software;

Assists Supervisor in budget preparation;

Prepares & files quarterly payroll reports to IRS and NYS.

**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.