

Taconic Hills Central School District

73 County Route 11A, Craryville, New York 12521 518-325-2800

VACANCY NOTICE

POSITION(S): Senior Account Clerk (*Taconic Hills Middle Management Association*)

POST DATE: July 12, 2021

TIME OF WORKDAY: 8 hours per day, 12 months per year

SALARY: \$38,000 to \$39,520 commensurate with experience

QUALIFICATIONS: Must take Senior Account Clerk Civil Service test. See additional job duties and qualifications below.

Candidates with experience in school business office setting preferred.

START DATE: August 12, 2021

PLEASE NOTE:

1. Complete [Taconic Hills Employment Application](#) and return to Ashley Goodacre, Secretary to the District Superintendent with a letter of interest to agoodacre@taconichills.k12.ny.us
2. **Due Date:** on or before July 31, 2021 at 12:00 Noon or until filled
3. **Questions regarding the position are to be directed to:** Cybil Howard, Assistant Superintendent for Business by email choward@taconichills.k12.ny.us

NOTE: All employees hired must have electronic fingerprint clearance through the NYS Education Department prior to employment. A required fee of \$102.00 must be paid by debit or credit card to the New York State Education Department.

Approved by Dr. Neil L. Howard, Jr., Superintendent of Schools

SENIOR ACCOUNT CLERK

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 word 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. Candidate is expected to perform related duties, as required.

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; 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; 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; May supervise employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities; Contacts clients, vendors or other agencies to obtain additional information; Provides information orally or in writing in response to inquiries on status of accounts; Processes, sorts, indexes, records and files a 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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:

- a) Graduation from a New York State registered or regionally accredited college or university with an associate's degree in accounting, business or a closely related field; or
- b) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; or
- c) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience maintaining financial accounts and records; or
- d) Any equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT: Possession of an appropriate NYS Motor Vehicle Operator's license at the time of appointment.

Updated & Adopted: Columbia County Civil Service Commission 2/10/04

Amended & Adopted: Columbia County Civil Service Commission 10/11/11 competitive