

Greene County Department of Social Services

Job Announcement – SENIOR ACCOUNT CLERK (HELP Program)

Hourly Rate: \$19.84 (Grade 8, Step 0)

Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

This is moderately difficult clerical work involving independent performance and supervision of financial accounts and recording-keeping. The work may require decision making as to methods to be used, and classification of records and accounts. The incumbent works under general supervision and may supervise and train lower-level clerical workers. This position differs from Account Clerk in that duties are more complex, level of responsibility is higher, and the presence of supervisory responsibility. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in keeping and checking financial records, and accounts; Good knowledge of office terminology, procedures, equipment, and Business English; Ability to plan, assign, and supervise the work of account keeping and clerical assistants; Ability to make more difficult arithmetic computations involving fractions, decimal, and percentages accurately; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records, reports, and files; Ability to understand and interpret complicated verbal and/or written instructions; Ability to develop effective working relationships and deal diplomatically with the public; Ability to perform detail oriented work, involving considerable visual effort and strain; Integrity and good judgement; 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 Degree in Accounting, Business or a closely related field; **OR**
- B. Completion of sixty (60) credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve (12) credit hours in Accounting or Bookkeeping; **OR**
- C. Graduation from high school or possession of an equivalency diploma and two (2) years of experience maintaining financial accounts and records; **OR**
- D. An equivalent combination of training and experience as defined by the limits of **A**, **B**, and **C** above.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.

Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greeneconomy.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.