



ANTICIPATED VACANCY

Senior Account Clerk – Typist (Provisional) Confidential/Managerial Unit

Description of Duties: Primary duties to include compiling, preparing, and processing payroll and managing employee benefits for all staff members. Other duties as assigned.

Effective Date: On or after July 1, 2024

Shift / Schedule: Full-Time - 12-Month Position

Salary / Hourly Wage: Salary commensurate with experience.

Minimum Qualifications:

A. Graduation from a regionally accredited or New York State registered college or university with an associate degree with at least twelve (12) semester credit hours in bookkeeping or accounting, OR

B. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of clerical experience which shall have involved bookkeeping or accounting.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

Send Civil Service Application to: David J. Baroody
Business Administrator
Schoharie Central School District
P.O. Box 430, 136 Academy Drive
Schoharie, NY 12157
Phone: (518) 295-6673

Posting Date: May 14, 2024

Application Deadline: May 24, 2024

This will be a *provisional* appointment; *permanent* appointment will be contingent upon successful completion of a Civil Service examination and becoming reachable on the resulting eligible list. *The Schoharie Central School District does not discriminate on the basis of age, race, color, national origin, gender, disability, marital status, sexual orientation, or association membership in employment or any of the educational programs and activities which it offers or operates, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and the NYS Human Rights Laws.*

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR ACCOUNT CLERK-TYPIST**
(Non-double entry bookkeeping)

Jurisdictional Class: **Competitive**
Date Adopted: **June 15, 1999**
Date Revised: **August 15, 2001; 5/13 (Note); 8/13**
Jurisdictions: **All**
Union Status: **County: CSEA**
Pay Grade: **County: 8**

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for independently performing and/or supervising moderately difficult and responsible work maintaining and checking financial accounts and records. It also requires either the full-time or substantial part-time operation of an alpha-numeric keyboard. The position does not involve working with a double-entry bookkeeping system. General policies and procedures are established for the work of this class however employees exercise independent judgment in the handling of details. Unusual problems or situations not previously encountered are referred to a supervisor before action is taken. Work is performed under general supervision and may require a general understanding of specific law, office rules, procedures, policies and programs. Supervision may be exercised over other employees. Incumbents perform more difficult and complex account keeping than account clerks and account clerk-typists. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

USES AN ALPHA-NUMERIC KEYBOARD TO PERFORM THE FOLLOWING DUTIES:

- Prepares a variety of accounting and financial statements, statistical tabulations and data, form letters, memoranda and reports;
- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
- Has charge of posting to journal or ledger from a variety of original entry media, and the subsequent preparation of reports.
- Has charge of balancing and reconciling a variety of accounts and preparation of summary statements of ledger and journal balances;
- Compiles data for and prepares and analyzes financial and statistical records and reports;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension.
- Conducts correspondence on matters where policies and procedures are well defined;
- Audits invoices and claims, purchaser orders, payrolls, time sheets, etc.
- Has charge of receiving and depositing funds in various accounts, and issuing receipts.
- Compiles payroll data, and prepares and checks payrolls;
- Compiles and prepares labor material, operations and other cost records and reports.
- Has charge of the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Processes reimbursements of monies;
- Maintains perpetual inventory of items and equipment in stock;
- Prepares vouchers, purchase requisitions and purchase orders;
- Assists in preparation of unit budget and in maintaining budget controls;

Last Reviewed: n/a
Last Updated: 08/15/01; 5/13 (Note); 8/13
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR ACCOUNT CLERK-TYPIST**
(Non-double entry bookkeeping)

Operates a computer, typewriter, and calculator, check-writing machine, copier, fax and other office equipment as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of English and business arithmetic; ability to make arithmetic computations rapidly and accurately; ability to operate and alpha-numeric keyboard accurately at an acceptable rate of speed; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to get along well with others; good judgment; a high degree of accuracy; clerical aptitude; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate degree with at least twelve (12) semester credit hours in bookkeeping or accounting, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience which shall have involved bookkeeping or accounting.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.