Vacancy Number: 2017-12

Position: Account Clerk I – (11 month, 7.5 hours per day, 5 days per week – Mid August through Mid July

Location: Career & Technical Education – Center for Advanced Technology at Mohonasen

Basic Function: The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk and Account Clerk II by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

Qualifications: A. Graduation from a New York State or regionally accredited college with an Associate’s Degree in Accounting or Business; OR, 
B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience in maintaining financial accounts and records.

Vacancies are filled by certified list provided by Albany County Civil Service. Should no certified list be available, candidates appointed to this position will be serving in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete a competitive examination and be eligible for appointment in accordance with Civil Service Law and the Civil Service Rules for Albany County to obtain a permanent appointment.

Responsibilities: • Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
• Verifies all calculations and codes on documents;
• Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
• Prepares correspondence, documents, records and other written material in draft form;
• Reconciles all entries, both credits and debits;
• Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
• Produces data needed for state and federal reimbursement claims;
• Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
• Deposits bank receipts and transacts other bank business;
• Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;
• Provides routine information orally or in writing in response to inquiries on financial records;
• Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;
• Receives, balances and audits payroll time records;
• Operates calculator, computer and other related office equipment;
• Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software;
• Working knowledge of modern office terminology, procedures, equipment and business English;
• Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
• Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
• Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret oral instructions and/or written directions;
- Ability to perform close, detail work involving considerable visual effort and concentration;
- Clerical aptitude;
- Physical condition commensurate with the demands of the position;

<table>
<thead>
<tr>
<th>Starting Date:</th>
<th>August 1, 2017</th>
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<tbody>
<tr>
<td>Application Deadline:</td>
<td>July 14, 2017</td>
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<tr>
<td>Starting Salary:</td>
<td>$23,775 - $27,823 prorated to the amount of service rendered. The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001. The selected applicant will be responsible for all fingerprinting fees.</td>
</tr>
<tr>
<td>Apply To:</td>
<td><a href="mailto:CRBRecruitment@neric.org">CRBRecruitment@neric.org</a> which should include your letter of interest and resume.</td>
</tr>
<tr>
<td>Further Information Contact:</td>
<td>Capital Region BOCES 900 Watervliet-Shaker Rd. Albany, NY 12205</td>
</tr>
<tr>
<td>Date:</td>
<td>July 7, 2017</td>
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