

NOTICE OF JOB VACANCY

TITLE: Principal Account Clerk

DEPARTMENT: Billing and Collection

NUMBER OF VACANCIES: One (1) Provisional. Exam date to be determined

PAY RANGE: Grade 17 \$38,550/yr to \$54,865/yr. (\$21.18 to \$30.14/hr)
(With longevity increments when applicable)

ELIGIBILITY: All City Employees who meet the minimum qualifications and are a Grade 12+

DISTINGUISHING FEATURES OF THE CLASS: This is important account keeping, checking, and clerical activities work in a large or complex unit of government. The work involves independently managing and performing various account keeping, and complex clerical activities and functions. The incumbent exercises independent judgement in planning and in the performance of accounting and clerical functions involved. The work is performed under the general supervision of an assigned supervisor and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a superior for decision or review. Supervision is exercised over assigned clerical personnel. The Principal Account Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports, and instructs employees in the specialized details of this work;

Revises and develops improved work procedures and methods, and installs those approved by superiors;

Handles complaints; suggests solutions to problems; and prepares correspondence;

Assists superiors in the preparation of budget information, collection of data, compiling of statistics;

Maintains complex activity control records, schedules workloads and flow, and coordinates the work with that of other units;

Supervises the preparation of departmental payrolls;

Compiles, prepares and analyzes complex labor, material and operational cost records and reports;

Classifies a complex variety of receipts and expenditures and distributes cost according to a prescribed code;

Compiles, prepares and analyzes a variety of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Compiles data for budget, recommends budget estimates; and assists in maintaining budget control;

Operates computing, calculating, check writing and other office machines;

Performs computer data entry and word processing functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of business English; ability to plan, assign and supervise the work of account-keeping assistants; ability to understand and carry

out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; good judgement in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness, tact, courtesy, and integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited or New York State registered four-year college or university with an Bachelor's degree in Business Administration or related field and one (1) year of responsible experience in maintaining or checking a variety of financial records and reports;

OR

(B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Business Administration or related field, and three (3) years of experience as indicated in (A);

OR

(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (A).

NOTE: High school graduation is required; additional experience beyond five (5) years cannot be substituted for high school graduation; additional education or training beyond a Bachelor's degree may be substituted for experience on a year-for-year basis.

SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: Human Resources, Room 17 or
Karen.bush@niagarafallsny.gov

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS FROM March 19, 2021