

NOTICE OF JOB VACANCY

TITLE: Account Clerk

DEPARTMENT: Billing & Collections

NUMBER OF VACANCIES: One (1) Provisional/Open Competitive

PAY RANGE: Grade 7 \$30,373.98/yr to \$43,537.31/yr. (\$16.6890 to \$23.9216/hr)

ELIGIBILITY: All City Employees and outside applicants who meet minimum qualifications

RESIDENCY: Must live in the City of Niagara Falls, NY within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS: This is detailed accounting clerical work which may be performed in the various departments of City government. The work involves a variety of duties such as routine calculating, posting of business transactions, preparing and working with documents, ledgers, vouchers, cost controls, typing, computer data entry and performing as Cashier as needed. The work is performed under the general supervision of a superior and is usually reviewed through spot checks, cross checking, or by other steps in the account-keeping process. The incumbent may exercise supervision over assigned subordinates, such as Junior Account Clerks. The Account Clerk performs related work as required.

MINIMUM QUALIFICATIONS:

(A) 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;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving maintaining and checking financial accounts and records

Note: Additional appropriate education beyond high school may be substituted for experience on a year-for-year basis.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS. January 6, 2022-January 21, 2022