

## **NOTICE OF UPCOMING JOB VACANCY**

TITLE: Senior Account Clerk

DEPARTMENT: Police Station

NUMBER OF VACANCIES: One (1)

PAY RANGE: Grade 12 \$33,974.30/yr to \$48,321.18/yr. (\$18.6672 to \$26.5501/hr)

ELIGIBILITY: All City Employees in a Permanent Status, Grade 7 or Higher

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult and responsible accounting clerical work involving the maintaining and checking financial accounts and records. The work involves a variety of routine calculating, posting of business transactions, and working with documents, ledgers, vouchers and cost controls. This class differs from that of an Account Clerk by virtue of the more difficult and varied account keeping tasks involved. The work is performed under the general supervision of a superior, and is reviewed through spot checks, by cross checking or by other steps in the account-keeping process. Supervision may be exercised over assigned subordinates such as Account Clerks and Junior Account Clerks. The Senior Account Clerk also 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 and one (1) year of experience in a position involving maintaining and checking financial accounts and records;

OR

(B) Completion of one year of college or business school with concentration in commercial subjects and two (2) years of experience as indicated in (A)

OR

(C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as indicated in (A):

Note: Additional education in business administration or related field beyond the Associate's Degree 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 11, 2022 - January 26, 2022**

Karen Bush  
Director of Personnel