

# NOTICE OF JOB VACANCY

**Title: Senior Account Clerk Grade 12**

**Department: Police Department**

**Number of Vacancies: 1**

**Must be a permanent Grade 7 or higher to apply**

**Pay Range: Grade 12 \$19.0672-\$26.9501 Hourly \$34,702-\$49,049 Annual**

## **TYPICAL WORK ACTIVITIES:**

Classifies a variety of receipts and expenditures and distributes items according to a prescribed code;  
Reviews and checks complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
Verifies and reconciles a number of account balances according to prescribed procedure;  
Prepares and figures interest on local assessments;  
Prepares periodic reports of expenditures and balances for attention of department head with special reference to possible deficits;  
Processes, sorts, indexes records and files a variety of control records and reports;  
Compiles data, and prepares and analyzes complex financial and statistical records, budget appropriations and other reports;  
Classifies a wide variety of receipts and expenditures and posts to various ledgers according to a prescribed code;  
May supervise a small group of clerical and/or machine operators performing clerical and accounting work;  
Deals with vendors, obtains prices, develops specification, expedites orders and other miscellaneous purchasing functions;  
Performs data entry and word processor functions;  
Performs moderately difficult and complex administrative duties related to establishing and maintaining a system of acquisition, inventory control and disposal of non-expendable property;  
Prepares a variety of monthly and other reports of information taken from journals and ledgers;  
Acts as a relief Cashier as needed;  
Assists supervisor in the preparation of budget information and processing collection of data.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of office terminology, procedures and equipment; good knowledge of business English, ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness, integrity; tact and courtesy; physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

### **EITHER**

- (A) Graduation from a regionally accredited or New York State registered two-year (2) 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 position will be posted for 10 working days, May 31, 2023-June 14, 2023