THE ONONDAGA COUNTY CLERK'S OFFICE IS CURRENTLY ACCEPTING APPLICATIONS FOR THE POSITION OF:

ACCOUNT CLERK III (HELP PROGRAM)
FULL-TIME
SALARY RANGE: $ 53,998 - $59,503
M-F 8:30AM-4PM

APPLICATION DEADLINE: JANUARY 15, 2027

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing highly specialized clerical work in connection with keeping financial records of great variety and complexity for a governmental department or agency. Under general supervision, an employee in this class performs the most important phases of planning and maintaining a current set of financial records according to specific account classification, such as cash receipts and disbursements, journals and general ledgers. Although this position does not require professional knowledge of accounting theory and methods, employees in this class usually have complete responsibility for the fiscal operation, of a small department or division of a large agency. Levels within this series are based upon supervisory responsibility, volume, difficulty and complexity of accounting records as well as the amount of independent judgement exercised in the application of methods to particular problems. Employees in this class may establish their own account keeping methods but are not expected or usually qualified to change or establish new accounting procedures, as specified in the duties of a professional accountant. Supervision may be exercised over clerical subordinate staff; assignment, although complex and varied, may be in an agency or department sufficiently small enough to employ no other clerical staff involved in the account-keeping operation. Work, in either case, is performed with technical independence and is subject to review only by an administrative superior or by local and state auditors. Incumbents may be required to successfully pass a background check. Does related work as required.

TYPICAL WORK ACTIVITIES

- Accounts Payable: May be responsible for invoice processing, processing/updating vendor and adherence to payment terms
- Accounts Receivable: May be responsible for producing bills/invoices, customer account management, reconciling payments, resolving discrepancies
- Cash Management: May be responsible for collecting/depositing cash, balancing cash drawer, reconciling discrepancies
- Maintains books, ledgers and journals which control the financial transactions of a small department or a government agency.
- Posts entries to various accounts, using supporting records, which may be prepared by subordinate staff, either manually or by use of a data entry terminal or personal computer (PC).
- Maintains accurate, current records of all appropriations and encumbrances; posts encumbrances against code appropriations and determines unencumbered balances.
- Takes monthly trial balances, reconciling with fiscal reports; makes adjustments, when appropriate, and closes books for designated fiscal period.
- Reviews all accounts periodically for discrepancies in expenditures as related to agency, fund, appropriation and correct coding.
- Supplies appropriate code numbers for newly funded accounts or increases in appropriations for maintenance and operation costs.
- Maintains inventory in terms of appropriations and disbursements for equipment and supplies.
- Records weekly or biweekly account totals to maintain controls on amounts expended for personnel services.
- Prepares bank deposits for cash and checks received i.e. fees for services, state and federal revenues, etc. and allocates amounts to appropriate accounts.
- Prepares requests for transfer of funds; keeps record of travel expenses encumbered by staff.
- Assists department head or supervisor in preparation of annual budget by providing financial and statistical reports based on current financial records for department of divisions of the department.
- In a central accounting office, communicates with vendors and other departmental staff on matters concerning processing of financial documents.
- Makes changes in methods of account keeping when recommended by an administrative superior or a local or state auditor.
- Trains new employees assigned to accounting section; plans and assigns work to subordinates engaged in maintaining financial records. May use a personal computer (PC) for filing or obtaining information.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive status as an Account Clerk II or Account Clerk Typist II.

Open Competitive:

A. Three (3) years* of account keeping work experience or its part time equivalent, the major job function of which is the maintenance of financial accounts, at least one (1) year of which must have included the personal operational maintenance of accounts and general and subsidiary journals and ledgers, or the processing and maintenance of fiscal transactions including accounts payable, accounts receivable, cash management and statistical data and records; or,

B. Graduation from a regionally accredited college or university with an Associate's Degree in Business Administration or Finance; or,

C. Successful completion of eighteen (18) semester credit hours in accounting from a regionally accredited or New York State registered college, university or business school.

*Note: Three semester credit hours in Accounting may be substituted for six months of required work experience.

**** This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived ****

To apply for this position, please email your resume and the Onondaga County Open Competitive Application to oncclerk@ongov.net

Visit https://onondaga.gov/employment/wp-content/uploads/sites/212/2021/12/application-open-competitive-exam.pdf and complete the Onondaga County Employment Application.

"Onondaga County is an Affirmative Action/Equal Opportunity Employer"

BENEFITS INCLUDE:

- Paid Vacation & Sick Leave
- 13 Paid Holidays
- Health & Dental Insurance
- Vision Plan
- NYS Retirement Benefits & Retiree Healthcare
- Flex Spending
- Work-Life Balance
- Professional development opportunities