

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

SARATOGA COUNTY TREASURER OFFICE

ACCOUNT CLERK TYPIST P/T*

SALARY: \$19.2835 /HR

The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/ spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business administration, or closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Secretarial Science, Office Management, Business Administration, or related field; and 1 year experience in maintaining financial accounts and records that includes the operation of a personal computer; OR
- C. Graduation from high school or possession of high school equivalency diploma including, or supplemented by, the successful completion of a course in bookkeeping and keyboarding; and 3 years' experience in maintaining financial accounts and records that includes the operation of a personal computer

SUBMIT RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until March 11, 2016

“An Equal Opportunity Employer with an Affirmative Action Program”

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