



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“Account Clerk Typist” Saratoga County Department of Social Services

SALARY: \$41,279 **Plus excellent benefits, compensation plan and NYS Retirement System enrollment**

The work involves responsibility for the performance of standard clerical and 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. Performs related work as required. (Details regarding days/hours worked to be discussed at the interview level)

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Reviews a variety of documents such as claim forms, vouchers, bills and purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies accuracy of all calculations and codes on documents;
- Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
- Prepares correspondence, documents, records and other written material as needed and directed;
- Reconciles all financial entries;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances and cash received or paid;
- Produces data needed for state and federal reimbursement claims (as applicable);
- Receives payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transacts other general bank business as necessary;
- Contacts clients and vendors by phone and/or correspondence to obtain necessary additional information required to complete assigned tasks;
- Provides routine information either verbally or in writing, in response to any inquiries of financial records or information;
- Files and maintains all records related to processing of payroll, invoices, vouchers, bills and correspondence;
- Receives, audits, balances payroll time records;
- Operation of a personal computer, calculator and other related office equipment.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications: Either...

A) Possession of a Bachelor’s degree in Accounting, Business Management, Business Administration, or a closely related field; **OR**

B) Possession of an Associate’s Degree in Accounting, Secretarial Science, Office Management, Business Administration, or closely related field, **AND** two (2) years of paid clerical experience *to include the use and operation of a personal computer* with experience in the maintenance of financial accounts and record keeping;

OR

C) Graduation from high school or possession of an Equivalency Diploma (GED), **AND** four (4) years of paid clerical experience *to include the use and operation of a personal computer* with experience in the maintenance of financial accounts and record keeping.

Qualified candidates may submit their resume and application to: DSEmployment@saratogacountyny.gov
(Title of position **MUST** be listed in subject line)

Applications may also be mailed to: **ATTN: Personnel Officer – Civil Service Division**
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until all vacancies have been filled

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov and must be received in our office by end of business on date indicated above. Resume **MAY NOT** be substituted for Application. No Fax Submissions.

This position is being filled on a “provisional” basis, pending the results of a civil service examination to be scheduled at a later date.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.