



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*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.*

## PROMOTIONAL OPPORTUNITY

### “Principal Account Clerk”

#### Saratoga County Department of Mental Health

**SALARY:** \$45,849 - \$55,030 (*Depending on current rate/merit level*)

The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with the objectives, policies and procedures of the office to which assigned, allowing for the exercise of independent judgement in planning and carrying out the details of the work. Detailed clerical operations are usually reviewed in a general manner while action or questions of established policy and procedure are closely checked by the supervisor. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (\*Illustrative only)**

- Plans, assigns and reviews the maintenance and checking of a wide variety of financial records in journals and computer files and reports and instructs employees in the specialized details of the work;
- Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution costs according to prescribed codes;
- Directs the audit of varied financial and business accounts, claims and records and the preparation of reports thereon;
- Directs the compilation, preparation and analysis of a variety of complex financial, statistical and business records and reports;
- Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
- Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
- Revises, systematizes and installs account keeping methods and procedures for maintaining applicable records;
- Reconciles ledgers of revenue received with bank statements;
- Conducts correspondence in connection with financial matters;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Operates calculator, peripheral computer equipment and other 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 above 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:**

Candidates must be currently employed in a permanent, full-time status with the Saratoga County Department of Mental Health, as a Senior Account Clerk for at least (1) year or as an Account Clerk Typist for at least two (2) years.

**SUBMIT APPLICATIONS TO:**

Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by 4:30 PM on date indicated.** Postmarks *will not* be accepted for this position. **No Fax Submissions**

***Applications will continue to be accepted thru August 31, 2023***

Application is required for consideration and are available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov). Resume may not be substituted for Application. No Fax Submissions.

***\*\*This vacancy is being filled on a “provisional” basis pending the results of a Civil Service exam 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.***