

DATE: July 26, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)



FROM: Dr. Carol Smith, Commissioner of Health
239 Golden Hill Drive, Kingston, NY 12401

JOB VACANCY: Senior Account Clerk / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: GHOB - Kingston

SALARY: \$22.18 / hour (Grade 9)

FILL DATE: August 16, 2023

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the routine maintenance and review of financial accounts, records and reports, and/ or independently performing varied clerical and complex account clerical duties. The work is carried out in accordance with established procedures and involves responsibility for major accounts. Duties may include the use of double entry bookkeeping. The class differs from that of Account Clerk in that Account Clerk is the entry level in the account clerical series, whereas Senior Account Clerk is the second level having greater responsibility. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over the work of one or more subordinate clerical employees. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of double entry bookkeeping; ability to make arithmetic computations quickly and accurately; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of one year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by at least one course in accounting or a related field and one year of full-time paid experience, or it's part-time equivalent, in the compilation and maintenance of financial accounts and records; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or it's part-time equivalent, as described in A above; **OR**
- C. Three (3) years of full-time paid experience, or it's part-time equivalent, as described in A above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.