

Order Number:

NY1526238

Date Job Order Received:

02/21/2025

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Senior Account Clerk

Minimum Experience Required:

2 years

Job Description:

It is anticipated that Lewis County will have the following vacancy available: POSITION: Senior Account Clerk, Full-Time Department of Social Services Typical Work Activities Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies; Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills; Tracks, audits and monitors a variety of accounts; Verifies adjustments are made to correct allocations and issues reports as required; Prepares complex financial or statistical summary reports; Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for County, State or Federal reimbursement; Prepares in final format, accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material; Prepares funds for deposit into bank accounts, reconciles accounts and prepares reports from information; Issues receipts for monies received; MINIMUM QUALIFICATIONS: Either: A) Graduation from a regionally accredited or New York State registered college or university with an associates degree in accounting, business management, or business administration; or B) Graduation from high school and two years of experience in maintaining financial accounts and records; or C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. NOTE: Verifiable part-time experience will be prorated toward meeting full-time experience requirements. This position will be filled in accordance with Civil Service Rules and Regulations. Applications and further information may be obtained from the Civil Service/Human Resources Office or online at lewiscountyny.org, follow the employment link

Job Location:

Lowville, New York

Pay:

\$22.38 - \$26.64 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or on-line:

Phone: Smith, Caitlyn (315) 377-2049

Web-site: <https://www.governmentjobs.com/careers/lewiscountylewiscountycl?>