

Principal Account Clerk – Chautauqua County Government

Department of Finance

The Chautauqua County Department of Finance is looking to fill a permanent, full-time (40 hours/week) Principal Account Clerk position in the Mayville, New York office. This is important account-keeping work involving responsibility for planning and managing complex account-keeping, auditing and clerical activities and independently performing the more responsible and complex functions. The work is performed under general supervision in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for a decision, or review of judgment if recommendations are made. Regular contacts with persons in other departments and occasional contacts with persons outside of the organization are required to obtain or furnish important information. Supervision is exercised over a small staff, unless the incumbent is the lone account keeper for the department. Does related work as required. Starting salary is \$24.30/hour with benefits.

Typical Job Duties:

- Plans, assigns and reviews the maintenance and auditing of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Revises and develops improved work procedures and methods and installs those approved by superior;
- Handles complaints, suggests solutions to problems and conducts correspondence;
- Assists superiors in the preparation of budget information, collection of data, compilation of statistics and solution of personnel problems;
- Maintains complex activity control records, schedules workloads and flow and coordinates the work with that of other units;
- Supervises the maintenance of the bank ledger and the daily entries of bank deposits and disbursements;
- Compiles, prepares and analyzes complex labor material and operational cost records and reports;
- Supervises and reviews the checking of complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Compiles data for budget, recommends budget estimates and assists in maintaining budget control;
- Prepares tentative budget, payrolls, purchase orders and other business records;
- Keeps records of receipts and expenditures and bonded indebtedness;
- Prepares financial and statistical reports;
- Operates computing, calculating, check writing and other office machines;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- May coordinate purchasing process for supplies and equipment by obtaining quotes, preparing purchase orders, managing inventory and auditing invoices.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Personal Days
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- NYS Deferred Compensation
- Wellness Program

Must Meet Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college or business school with an Associate's degree in Accounting, Business Management or related field and two (2) years of clerical experience in the maintenance and checking of financial accounts and records; OR
- B. Four (4) years of experience as listed in (A) above.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it along with copy of degree/transcripts**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer