Hamilton County Personnel/Civil Service

Full-time position available immediately!

Account Clerk

The Hamilton County Department of Public Works has a full-time opening for an Account Clerk. This is a full-time, 35-hour position with an excellent benefits package (health, dental, vision, and life) and NYS Retirement, paid holidays and paid time off. The position starts at $18.84 to $20.49/hr (commensurate with experience).

This is routine clerical work involving performance or standard account-keeping practices in maintaining and checking routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross checks, by the immediate supervisor or by other steps in the account-keeping process. Account Clerks operate computers, related peripheral equipment and a variety of office machines.

What You'll Do:

- 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 all calculations and codes on documents;
- Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
- Reconciles all entries, both debits and credits;
- Files and maintains all related records such as payroll processing records, invoices, vouchers, bills and correspondence;
- Processes data either for computer or other records;
- Operates calculator, computer or other related office equipment;
- Receives balances and audits simple payroll time records;
- Produces data needed for State and Federal reimbursement claims;
- May make bank deposits.

NOTICE: Candidate chosen for the position will be given a Non-Competitive appointment through the NY HELPS Program. There will not be a Civil Service examination.

Minimum Qualifications:

a) Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience; or
b) Graduation from high school or possession of an equivalency diploma and completion of a course in accounting or bookkeeping and six (6) months clerical experience; or
c) Two (2) years of clerical experience, which must have included at least six (6) months experience in financial record keeping.

Applications accepted until the position is filled.

Hamilton County Personnel | 102 County View Drive, PO Box 174, Lake Pleasant, NY 12108
www.hamiltoncountyny.gov/personnel | 518-548-6375 | personnel@hamiltoncountyny.gov