The Town of Queensbury Position Opening
Account Clerk

The Town of Queensbury is seeking an **Account Clerk** in the Accounting Department.

SPECIFIC RESPONSIBILITIES FOR THE TOWN OF QUEENSBURY

- Payroll processing and related functions. Experience in bi-weekly payroll processing (iSolved experience preferred), compliance and reporting, payroll taxes, deductions, retirement reporting, and leave management tracking.
- Personnel and plan administration. Experience in the coordination of new hire paperwork, onboarding procedures, FMLA requirements, and health insurance for new, current, and retired employees.
- Accounting and related procedures. Experience handling cash receipts, bank reconciliations, and limited accounts payable functions.

THE GENERIC CIVIL SERVICE JOB DESCRIPTION AND REQUIREMENTS INCLUDE:

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs routine standard account-keeping procedures in maintaining and checking financial accounts and records. Duties include entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews a variety of documents such as claim forms, vouchers, bills, 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 in hard copy or electronically and verifies all data entered; Prepares correspondence, documents, records and other written material in draft form; Reconciles all entries, both credits and debits;
- Prepare simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Produces data needed for State and Federal reimbursement claims;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transact other bank business;
- Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information; Provides routine information orally or in writing in response to inquiries on financial records;
- Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence; Receives, balances and audits payroll time records;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Performs a variety of related activities as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software;
- Working knowledge of modern office terminology, procedures, equipment and business English;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

The Town of Queensbury Position Opening
Account Clerk

- Ability to make arithmetic computations involving fractions, decimals and percentage accurately; Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret oral instructions and/or written directions;
- Ability to perform close, detail work involving considerable visual effort and concentration; Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience maintaining financial accounts and records.

SALARY: $65,000 - $70,000 contingent on expertise and experience

RESIDENCY: Residence in Warren, Saratoga, Washington, Hamilton or Essex County

REPORTS TO: Jeffrey Cruz, Director of Finance

INTERESTED APPLICANTS:

- Go to the Town of Queensbury website: queensburyny.gov Under the Government Tab, select Employment to view a detailed job description, position requirements and application form
- Download and complete TOQ application

Email application, cover letter and resume to: Jeffrey Cruz, Director of Finance at jeffc@queensburyny.gov