



**PROVISIONAL VACANCY:**

**Principal Account Clerk  
(Office for the Aging)**

This will be a **PROVISIONAL** civil service appointment in the Cayuga County Office for the Aging. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

**SALARY:** \$43,282 - \$48,110 (2022 Cayuga County Compensation Plan, CSEA, Grade 14)

**DEADLINE TO APPLY FOR VACANCY:** October 31, 2022

**HOW TO APPLY:**

Go to: [mycivilservice.cayugacounty.us/jobopps](http://mycivilservice.cayugacounty.us/jobopps) and click on the **APPLY** button next to the title of "Principal Account Clerk (Office for the Aging) – Provisional" under Current Vacancies.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least 12 credit hours in accounting, **PLUS** two years of experience maintaining financial accounts and records; **OR**
- (B) Graduation from high school or possession of an equivalency diploma, **PLUS** four years of experience maintaining financial accounts and records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**DISTINGUISHING FEATURES OF THE CLASS:**

Plans, assigns, and supervises major account keeping activities and/or independently performs difficult and responsible account keeping functions; does related work as required. This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. The incumbent does work as related.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods used in keeping and checking financial records and reports;  
Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of business English;  
Ability to plan, assign and supervise the work of account keeping and clerical assistants;  
Ability to understand and carry out complex oral and written direction;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to prepare correspondence and reports;  
Ability to secure the cooperation of others;  
Ability to deal effectively with the public;  
Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;  
Good judgment in solving complex account keeping problems,  
A high degree of accuracy, initiative and resourcefulness;  
Tact and courtesy.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of their work;  
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;  
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;  
Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;  
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;  
Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;  
Revises, systematizes and installs account-keeping methods and procedures;  
Reconciles ledgers of revenue received with bank statements;  
May supervise the preparation of purchase orders and the securing of bids from vendors;  
Conducts correspondence in connection with financial matters.  
Oversees the receiving and accounting of money in payment for a variety of bills, taxes and related obligations;  
Operates calculator, computer terminal and other related office machines.

## **Examples of Program Specific Tasks:**

Enter requisitions for supplies and other purchases, follow up with submitting purchase orders to vendors and processing payables  
Allocate expenses to various Office for Aging grants, following specific guidelines and applicable NYSOFA rules for each funding stream  
Submit quarterly claims on grants and provide applicable documentation by deadlines  
Work with the Director to file annual program applications and quarterly reports required by NYSOFA  
Manage cash donations, maintain necessary financial records and apply donations to grants  
Process payroll, submit employee status changes, and track employees' paid time off  
Work with the Director on annual contracts for various providers  
Provide phone and in-person assistance to connect community members with appropriate program staff