



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

NOTICE OF VACANCY

YATES COUNTY ANNOUNCES A VACANCY FOR: PRINCIPAL ACCOUNT CLERK TYPIST

Type of Appointment/Position Status/Classification:	Provisional/Full Time/Competitive	Rate of Pay/Salary:	\$19.37
Location:	Yates County Public Health	Negotiating Unit:	CSEA
Work Hours:	Monday – Friday; 35 hours per/week	Contract Group:	Group VII
Vacancies:	1		
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County at time of application.		
Posted:	March 14, 2019	Application Deadline:	April 12, 2019

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, assigning and supervising complex account keeping activities through the application of standardized account keeping and supervisory practices. The work requires independently performing the most important phases of the accounting process. General supervision is received from higher level supervisors with wide leeway allowed for making independent judgments concerning policies, procedures and technical problems. Direct supervision is exercised over the work of lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates (personal computer, word processor, or any other electronic micro-processor/device) and/or a computer terminal in performing duties described below:
 Responsible for maintenance of patient's accounts for various programs;
 Responsible for monthly billing of accounts;
 Assists in organizing, working and maintaining financial accounts for various clinics;
 Responsible for leave reports for staff and computes net pay to charge against accounts;
 Maintains revenue accounts;
 Revises, systematizes and installs account-keeping methods and procedures;
 Assists in inventory maintenance;
 Conducts correspondence in connection with financial matters;
 Assists in the preparation of annual budget;
 Responsible for the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
 Prepares minutes from committee meetings;
 Trains staff members on use of computer;
 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 this work.
 Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and reviewing financial accounts and records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of Business English and Arithmetic; Proficient in using computer application used for accounting and financial management;

Ability to plan, assign and supervise the work of account keeping and clerical employees;
Ability to understand and carry out complex oral and written directions;
Ability to make arithmetic and computations rapidly and accurately, ability to prepare correspondence and reports;
Good judgment in solving complex account keeping problems;
A high degree of accuracy;
Emotional maturity;
Resourcefulness and initiative;
Tact and sensitivity to reactions of others;
Good powers of observation, perception and analysis;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Accounting, Business Administration, or a related field and three years of experience in maintaining financial accounts and records, one year of which shall have been at the supervisory level; OR
- b) Graduation from high school or possession of a high school equivalency diploma and five years of experience as outlined in (a) above, one year of which shall have been at the supervisory level.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

PRE-EMPLOYMENT REQUIREMENTS:

All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify Employment Verification, possible drug testing and, depending on the position, fingerprinting.

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.