



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
Phone: (518) 891 - 4150
Fax: (518) 891 - 1324
Web Site: www.saranaclakeny.gov

Account Clerk

Department: Village Offices

Location: Village of Saranac Lake

Jurisdictional Class: Competitive

Full Time: 40 hours per week

Application deadline: Until position is filled

Starting Annual Salary: \$23.44/hour

Residency: Residency is waived

DISTINGUISHING FEATURES OF THE CLASS:

The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision on standard assignments in accordance with specifically defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Posts electronically or manually to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and/or other original entry media
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts electronically or manually to book or original entry
- Assists in maintaining labor, material and operational cost records
- Assists in verifying and reconciling account balances according to prescribed procedure
- Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension
- Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code
- Compiles data for and helps in the preparation of simple financial and statistical reports
- Issues receipts for monies received
- Sorts, indexes and files requisitions, vouchers, ledger cards and other material
- May compile payroll data, prepare and check payrolls
- Operates computing, calculating, check writing and other office machines

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

- Working knowledge of modern methods of keeping and reviewing financial accounts and records
- Working knowledge of office terminology, procedures and equipment
- Ability to understand and follow oral and written instructions

- Ability to make arithmetic computations rapidly and accurately
- Ability to write legibly
- Ability to get along well with others
- Clerical aptitude
- Mental alertness
- Neatness
- A high degree of accuracy
- Integrity
- Tact and courtesy

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; **OR**
2. One year of experience processing financial records or mathematical computing

Date Posted: 08/01/24

Expire Date: Until filled

Contact Name: Kendra Martin

Contact E-mail: deputyclerk@saranackny.gov