



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

TEMPORARY ACCOUNT CLERK

Department: Treasurer's Office

Location: Village of Saranac Lake

Full Time: 40 hours per week – 3 Month Term

Application deadline: Until position is filled

Starting Annual Salary: \$23.91/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)

- A. Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts electronically or manually to book or original entry
- B. Assists in verifying and reconciling account balances according to prescribed procedure
- C. Operates computing, calculating, check writing and other office machines
- D. Answer telephones and direct calls to proper parties
- E. Balance cash drawer at the end of each day
- F. Process payments in person and over the phone

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:

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

Date Posted: 09/05/2025

Expire Date: Until filled

Contact Name: Nicole McClatchie

Contact E-mail: deputyclerk@saranaclakeny.gov