



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

Principal Account Clerk

Department: Administration

Location: Village of Saranac Lake, New York

Classification: Non-competitive

Position Type: Full-Time (40 hours per week)

Hourly wage: \$28.96

Residency: Residency is waived

Other: [Designated NY HELP](#)

Position Summary

The Village of Saranac Lake is seeking a detail-oriented Principal Account Clerk to join our Administrative team. This position performs a variety of accounting, bookkeeping, payroll, and financial recordkeeping functions in support of village operations. This is highly important account keeping work involving responsibility for planning and overseeing account keeping activities. Work is performed under general supervision and in accordance with outlined policies and procedures, while calling for frequent exercise of independent judgment. The incumbent does other related work as required.

Essential Duties and Responsibilities

Responsibilities may include, but are not limited to:

- Maintaining and updating financial records, journals, ledgers, and accounting systems.
- Processing invoices, vouchers, and receipts across all village departments.
- Receiving and recording payments made in person, by mail, or electronically.
- Assisting with account reconciliations and verification of financial records.
- Compiling, preparing and analyzing a variety of complex financial and statistical records and reports.
- Reviewing records and reports for accuracy, completeness, and proper coding.
- Compiling and analyzing information for village budgetary reports.
- Reconciling ledgers of revenue received with bank statements.
- Assisting with payroll preparation and verification.
- Maintaining organized electronic and paper filing systems.
- Operating office technology, accounting software, calculators, and related equipment.
- Supervising the preparation of purchase orders and the securing of bids.
- Conducting daily correspondence in connection with financial matters.

Full Performance, Knowledge, Skills, Abilities, and Personal Characteristics

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; 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; integrity.

Minimum Qualifications

Applicants must meet one of the following requirements:

Option A

- Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Accounting or Bachelor's Degree in Business Administration;

OR

Option B

- Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Accounting or Associate's Degree in Business Administration and two years of experience in maintaining financial accounts and records;

OR

Option C

- Graduation from high school or possession of a high school equivalency diploma and four years of experience in maintaining financial accounts and records;

OR

- An equivalent combination of experience and training defined by the above limits.

Benefits

The Village of Saranac Lake offers a competitive benefits package, including:

- New York State Retirement System
- Health insurance options
- Paid vacation, sick, personal, and holiday leave
- Deferred compensation opportunities
- Professional development opportunities

How to Apply

Submit a completed application, resume, and professional references to:

Village of Saranac Lake

Attn: Treasurer

39 Main Street, Suite 9

Saranac Lake, NY 12983

or treasurer@saranacklakeny.gov

Applications will be reviewed as received and the position will remain open until filled.

Please do not call the office regarding the status of your application. Qualified candidates will be contacted directly to schedule an interview.

The Village of Saranac Lake is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.