



# 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](http://www.saranaclakeny.gov)

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## Account Clerk

**Department:** Administration

**Location:** Village of Saranac Lake, New York

**Classification:** Competitive, must take and pass the Franklin County Continuous Recruitment Examination for Account Clerk after hire

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

**Starting hourly rate:** \$26.69

## Position Summary

This position performs a variety of accounting, bookkeeping, payroll, and financial record keeping functions in support of Village operations. The successful candidate will maintain financial records, process payments and receipts, assist with payroll and account reconciliation, and provide excellent service to residents, vendors, and coworkers. 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.

## Essential Duties and Responsibilities

- Processing invoices, vouchers, receipts, and payroll-related information.
- Receiving and recording payments made in person, by mail, or electronically.
- Calculating and applying interest, penalties, and other charges as required.
- Assisting with account reconciliations and verification of financial records.
- Reviewing records and reports for accuracy, completeness, and proper coding.
- Preparing receipts and maintaining supporting documentation.
- Compiling information for financial, budgetary, and statistical reports.
- Assisting with payroll preparation and verification.
- Maintaining organized electronic and paper filing systems.
- Operating office technology, accounting software, calculators, and related equipment.
- Providing administrative support as assigned.

## Knowledge, Skills, and Abilities

The ideal candidate will demonstrate:

- Knowledge of accounting and bookkeeping practices.
- Familiarity with office procedures, technology, and recordkeeping systems.
- Strong mathematical and analytical skills.
- Ability to follow written and verbal instructions.
- Excellent organizational skills and attention to detail.
- Ability to work independently on assigned tasks.
- Ability to work effectively with the public, coworkers, and outside agencies.
- Professionalism, integrity, tact, and sound judgment.
- Strong customer service and communication skills.



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

Prefer one year of experience in maintaining financial accounts and records, or completion of coursework in accounting, bookkeeping, finance, mathematics, or a related field. However, anyone with a high school diploma or equivalent or one year of experience processing financial records or mathematical computer.

## Minimum Qualifications

### Option A

- Graduation from high school or possession of a high school equivalency diploma

### OR

### Option B

- One year of experience processing financial records or mathematical computing.

## 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 (application found on the Village website), resume, and professional references to:

Village of Saranac Lake  
ATTN: Clerk  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

### OR

[humanresources@saranaclakeny.gov](mailto:humanresources@saranaclakeny.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.

*Competitive Class positions are subject to Civil Service requirements. The selected candidate will be required to take and pass the applicable Civil Service examination and be reachable for permanent appointment in accordance with Civil Service Law.*