

Principal Account Clerk

The Position

The Schenectady County Finance Department is currently recruiting for a **Principal Account Clerk*.** This position involves responsibility for either planning, assigning and/or independently performing complex account keeping activities through the application of standardized accepted practices. The work requires independently performing various phases of the work on microcomputers and related equipment in the performance of daily tasks. General supervision is received from higher level administrative staff, with wide leeway allowed for the exercise of independent judgment in assignment completion, giving out information regarding departmental policies and practices, and in planning the routine of the office. This class differs from that of senior account clerk by the more complex nature of the work. Supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

***PLEASE NOTE:* This position has been requested as part of the NYS HELPS Program and a NYS Civil Service Examination may not be required.**

Qualifications

A) Possession of a Bachelor's degree* in Accounting or a closely related field and one (1) year of experience maintaining financial accounts and records; OR

B) Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in accounting and three (3) years of experience maintaining financial accounts and records; OR

C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience maintaining financial accounts and records; OR

D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Salary

The starting annual salary for this position is: $52,091 (CSEA Grade 11)

How to Apply

Apply online at ***mycivilservice.schenectadycounty.com***.

Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits
Medical, Dental & Vision
Prescription Drug
Flexible Spending Accounts

Retirement and Savings Plans
NYS Pension System
457(b) Deferred Compensation
529 College Saving Plan

Additional Benefits
Paid Holidays
Vacation, Personal, Bereavement, and Sick Leave
Paid Family Leave for Bonding with Child
Free Tuition at SUNY Schenectady and other Tuition Assistance
Gym Reimbursement
Free CDTA Bus Pass
Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:
www.SchenectadyCountyNY.gov.

Schenectady County Human Resources
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(518) 388 - 4233 ● www.SchenectadyCountyny.gov