



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: PRINCIPAL OFFICE ACCOUNT CLERK (Provisional*
Appointment)

SALARY: \$31,610 - \$40,089 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an upper level financial clerical position responsible for the planning, assigning and review of account keeping and financial record keeping activities of an account clerical staff assigned to a unit or department and/or performing higher level account clerk work involving activities such as financial analysis, problem solving, and financial data manipulation with leeway allowed for independent decision making. Duties include developing financial reports requiring the collection and computation of data obtained from numerous accounts and records. The duties are non-routine, are performed in support of an accounting/financial staff, and involve substantial use of an automated account keeping system. The employee reports directly to, and works under the general supervision of an Accountant or other higher level staff member. General supervision or lead supervision may be exercised over clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's or Associate's degree in Accounting, Business Administration, or Finance plus two (2) years paid full time or its part time equivalent experience in bookkeeping, account keeping, or financial record keeping; OR,
- (B) Four (4) years paid full time or its part time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD – HUMAN RESOURCES RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: October 19, 2020

Posting Deadline: November 2, 2020

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.