



## The Town of Seneca Falls Invites Applications to Join the Accounting Department as Our Next...

# PRINCIPAL ACCOUNT CLERK

<b>SALARY:</b>	Competitive Hourly Rate; Based on Experience
<b>OPENING DATE:</b>	12/5/2022
<b>CLOSING DATE:</b>	12/30/2022
<b>DEPARTMENT:</b>	Accounting

### WHO WE ARE

The Town of Seneca Falls (pop. 9,027) is situated in the heart of New York's bountiful Finger Lakes region; and is the birthplace of women's rights. Our National Register-designated Landmark Historic District is the heart of our growing economic base—which, in addition to a diverse and vibrant downtown, includes agriculture and supporting industries, advanced manufacturing, higher education, and a wide array of support sector firms.

### THE POSITION

- Principal Account Clerk

### KNOWLEDGE, SKILLS, ABILITIES:

Thorough knowledge of modern methods used in keeping and checking financial records and reports, including electronic spreadsheets; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; 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 judgement in solving complex account keeping problems a high degree of accuracy, initiative and resourcefulness; tact and courtesy, integrity; physical condition commensurate with duties of the position.

### MINIMUM QUALIFICATIONS

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, or other directly related field specifically structured to prepare individuals for work involving accounting (such degrees must include or be supplemented by 18 semester credit hours in accounting); or
- Completion of a minimum of 60 semester credit hours in a regionally accredited or NYS registered college or university, with at least 18 credit hours in accounting, and 2 years of experience in maintaining financial accounts and records; or
- Graduation from high school and four (4) years of experience in maintaining financial accounts and records; or
- An equivalent combination of experience and education as defined above.

### RECRUITMENT TIMELINE

APPLICATION DEADLINE: 12/30/2022

*The recruitment may close at any time with or without notice depending on the number and quality of applications received. The dates listed above are subject to change.*

### APPLICATION SUBMITTAL PROCESS

Interested candidates shall submit a resume to Town Manager Dr. Peter Soscia at [psoscia@senecafalls.com](mailto:psoscia@senecafalls.com)





<b>TITLE:</b>	<b>PRINCIPAL ACCOUNT CLERK</b>
<b>JURISDICTION CLASS:</b>	Competitive
<b>CIVIL DIVISION:</b>	All
<b>ADOPTION:</b>	June 29, 1977
<b>REVISED:</b>	3/15/12, 10/26/16

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Maintains and checks a wide variety of financial records in journals and computer files and reports;  
Performs the classification of a complex variety of receipts and expenditures and the distribution costs according to prescribed codes;  
Audits varied accounts, claims and records and the preparation of reports thereon;  
Compiles, prepares and analyses a variety of complex financial and statistical records and reports;  
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;  
Receives and accounts for large amounts of money in payment for a variety of bills, taxes and related obligations;  
Revises, systematizes and installs account keeping methods and procedures;  
Reconciles ledgers of revenue received with bank statements;  
Conducts correspondence in connection with financial matters;  
May prepare purchase orders and the secure of bids from vendors;  
Operates calculator, peripheral computer equipment and other office equipment;  
May answer telephone and give out routine information.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

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3. Graduation from high school and four (4) years of experience in maintaining financial accounts and records; or
4. An equivalent combination of experience and experience as defined by the limits of (1) through (3) above.