



PRINCIPAL ACCOUNTING CLERK
Community and Family Services
Salary: \$54,755

This is a provisional position in CSEA for Community and Family Services. This position, while responsible for the processing of transactions associated with one or more financial accounts, has primary responsibility as a supervisor and/or for the assignment of a specialized technical account keeping function which involves independent decision making and accountability. Supervision includes assigning and distributing work, training, prioritizing the account keeping work of a unit engaged in a specialized account keeping function, and summarizing unit activities. This position would be expected to perform the following functions: monitoring the account keeping work flow of the unit and the work of other lower level employees and reassigning and distributing work as necessary; reviewing work of lower level employees to address minor problems, and referring serious problems to the supervisor, providing training in office procedures and specializing in complex assigned account keeping areas, interpreting changes in regulations for the modification of account keeping programs and procedures, and preparing required reports, worksheets, and/or schedules for analysis. This position differs from Accounting Clerk in that it is responsible for supervision and the performance of analysis and resolution of the more complex financial transactions within a unit. Work is performed independently under prescribed guidelines with unusual or precedent changing problems referred to the attention of the superior. This position may be responsible for supervising the work of lower level employees including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Oversees the preparation, processing, and reporting of specialized account keeping activities such as federal and state claims for reimbursement; researches current accounts, previous reports, source documents, etc., to develop specified information not readily available from current account balances; oversees the collection of information and the completion of state and federal claims for reimbursement; performs detailed research to verify the accuracy of accounts and the adequacy of supporting documents; performs financial analysis in such areas as capital project management and budgeting; may supervise lower level clerical personnel including the distribution and review of work, coverage of all unit activities, and job and performance counseling; works with other departments to resolve problems that relate to financial transactions; functions as the technical resource in programs such as attorney trust accounts and employee benefits; interprets regulations and compiles information for reports for use by professional accounting staff.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Two (2) years of permanent competitive class status as an Accounting clerk;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business or a related field which includes twelve standard credit hours in accounting and two years of full-time work experience maintaining financial accounts at a level higher than data entry, at least one year of which was supervisory (two or more employees involved in financial record keeping);
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four years of full-time work experience as described above, at least two years of which was supervisory (two or more employees involved in financial record keeping);

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year) for up to three years of the work experience. Candidates must have at least one year of work experience as described above which included supervision.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 02/07/2025

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,

Poughkeepsie, NY 12601

An EEO/AA Employer

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