



ACCOUNTING CLERK (HELP PROGRAM)
Various Departments
Salary Range: \$45,576

This position is a provisional appointment for various departments in Dutchess County. This position processes transactions associated with one or more class of financial accounts. The position is found across a variety of offices and departments. An employee in this title is responsible for recording and processing financial transactions such as accounts payable and/or accounts receivable, reconciling checking account statements and verifying, sorting, and entering financial data. Decisions are made based upon established procedures in accordance with agency rules and regulations. Contacts with clients, vendors, insurance carriers, bank representatives, other departments and agencies to resolve routine problems. In addition, the incumbent is expected to perform clerical and routine office work. As job familiarity increases, the employee will have leeway for completing work assignments independently under the prescribed procedures. This position may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

Maintains or oversees the maintenance of accounts payable and/or accounts receivable ledgers and associated records and documentation according to established procedures; reconciles data in the ledger based upon information from either computer printouts or automated financial systems; processes vouchers, purchase orders, and applications for payment; codes, inputs and performs budget transfers; reviews billing sheets for appropriateness; verifies insurance carriers; determines specialized requirements for third party payees such as proper coding on claim forms; enters information and disburses bills; tracks unpaid bills; resubmits bills for payment and performs related follow-up; summarizes account activity; provides information concerning billing and account balances; corrects and adjusts problem account totals; processes stop payments and bank claims for lost, stolen and forged checks; authorizes re-issue of checks; creates accounts for court ordered payments for the purpose of collecting and disbursing money; reviews, adjusts and recalculates new and old accounts; maintains checking and savings accounts for protective payees; produces and disburses checks as designated; monitors federal and state tax payments for the purpose of adjusting accounts; functions as a lead and participate worker in overseeing and checking the record keeping activities of others; processes and tracks garnished wages; prepares deposits and maintains associated logs for data entry input; produces a variety of reports to summarize or analyze financial status; performs a variety of clerical support work such as keyboarding, answering phones, filing, maintaining office supplies and operating a variety of office equipment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time clerical work experience which primarily involved data entry into financial accounts in a computerized system.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year). Candidates applying with less than one year of work experience must have one course in accounting.

WHAT IS THE HELP PROGRAM? The HELP Program was developed to assist New York State in addressing a shortage of workers for some of our most important positions: health and human services. This program waives exam requirements to help New York State agencies more quickly hire diverse, qualified permanent employees.

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 07/31/2025

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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