



Accounting Clerk
Dutchess County Department of Public Works – Buildings Division
2024 Salary: \$45,576

This is a provisional appointment pending a future civil service exam. 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 are to be expected. In addition, the incumbent is expected to perform clerical and routine office work. The position differs from Program Assistant in that the principal focus of this class is processing financial transactions, while Program Assistant is more involved with processing work related to the provision of a program or service. Initially, the employee's work will be reviewed to be sure the employee is learning and applying rules and procedures of the office. 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.

To view a complete list of job duties, click [here](#).

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.

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.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 8/26/25.

An EEO/AA Employer

Posted:8/12/25