



City of Rochester (NY) Account Clerk

SALARY	\$35,278.00 - \$44,049.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24HH971PLA14
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	03/11/2024	CLOSING DATE	3/22/2024 11:59 PM Eastern

General Description

This is a clerical position involving routine calculating, posting and verifying the accuracy of financial or accounting records. Employees may assist professional staff in performing difficult and responsible phases of account maintenance. Standard assignments are performed independently and checked periodically for accuracy. Employees work under direct supervision from higher level personnel. Related work is performed as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

Typical Work Activities

- Checks for required accounting code on vouchers, invoices, or claims. Verifies presence or necessity for supporting papers for vouchers, invoices or claims. Recommends payment or nonpayment for same;
- Provides information over the phone or in person;
- Makes out transmittal forms or receipts;
- Codes information or data on forms;
- Credits payments to accounts;
- Makes arithmetic computations, usually using a calculator or computer;
- Copies or records numbers;
- Checks accounting records and items, data, or names in files for accuracy or completeness;
- Sorts items into correct order for filing;
- Contacts individuals by phone or in person to obtain data or to resolve problems or discrepancies in records;
- Makes photocopies of information;
- Enters data into a personal computer;
- Completes form letters or notices, adding specific information as needed.

Minimum Qualifications

High school diploma or Equivalent **AND** one (1) year of work experience in bookkeeping or account keeping which included entering data into a personal computer.

Agency

City of Rochester (NY)

Address

30 Church St.
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>