

**NOTICE**  
(As of February 20, 2024)

**POSITION OPENING**

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

**Account Clerk**

<b><u>Title</u></b>	<b><u>Compensation</u></b>	<b><u>Salary Range</u></b>
Account Clerk	*(2023)	\$44,464.29- \$49,074.46

*\*The Town is currently negotiating a cost-of-living increase for 2024 which will eventually be applied to the 2023 salary range above and any increase will be paid retroactively to all wages earned in 2024 prior to reaching an agreement.*

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

**Location:**

Town of Rotterdam Highway Department

**Qualifications:**

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Tuesday, March 5, 2024**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to [Supervisor@rotterdamny.org](mailto:Supervisor@rotterdamny.org).

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc:     **Town Supervisor**  
          **Town Board**  
          **Town Clerk**  
          **Comptroller**  
          **CSEA President**  
          **All Departments**

**Post this notice in all Town Buildings and Departments**

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves routine clerical responsibility for maintaining financial accounts and records through the application of standardized account keeping practices. Assignments may require assisting in more difficult and responsible phases of the work. This position may be responsible for utilizing a micro- computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. Work is performed under direct supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Posts to journal or ledger accounts from appropriation, expense, invoices, payroll, receipts, voucher records and other original entry media;  
 Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;  
 Assists in maintaining labor, material and operational cost records;  
 Assists in verifying and reconciling account balances according to a prescribed procedure;  
 Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
 Classifies constantly recurring receipts and expenditures and distributes costs according to prescribed code;  
 Compiles data for and helps in the preparation of simple financial and statistical reports; Issues receipts for monies received;  
 Sorts, indexes and files requisitions, vouchers, ledger cards and other material;  
 Compiles payroll data, prepares and checks payrolls;  
 May operate a micro-computer, remote computer terminal or similar computer equipment in the performance of several work-related tasks;  
 Operates computing, calculating, check writing and other office machines; Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of Business Arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and one year experience maintaining financial accounts and records; OR  
 (B) Two years of experience as outlined in (A) above.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Revised

CSC 08/11/92

06/14/94