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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: [Chqgov.com](http://Chqgov.com)

### **PRINCIPAL ACCOUNT CLERK**

**Permanent Full-Time @ 35 Hours/Week**

**Salary starts @ \$21.17/Hour w/Benefits**

Chautauqua County's Office for the Aging is actively seeking qualified applicants to fill a Principal Account Clerk position located at the Mayville, NY office.

Position is full-time, 35 hours per week starting at \$21.17/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below\* and **MUST** submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

Equal Opportunity Employer

### **PRINCIPAL ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important account-keeping work involving responsibility for planning and managing complex account-keeping, auditing and clerical activities and independently performing the more responsible and complex functions. The work is performed under general supervision in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for a decision, or review of judgment if recommendations are made. Regular contacts with persons in other departments and occasional contacts with persons outside of the organization are required to obtain or furnish important information. Supervision is exercised over a small staff, unless the incumbent is the lone account keeper for the department. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

- Plans, assigns and reviews the maintenance and auditing of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Revises and develops improved work procedures and methods and installs those approved by superior;
- Handles complaints, suggests solutions to problems and conducts correspondence;

- Assists superiors in the preparation of budget information, collection of data, compilation of statistics and solution of personnel problems;
- Maintains complex activity control records, schedules workloads and flow and coordinates the work with that of other units;
- Supervises the maintenance of the bank ledger and the daily entries of bank deposits and disbursements;
- Compiles, prepares and analyzes complex labor material and operational cost records and reports;
- Supervises and reviews the checking of complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Compiles data for budget, recommends budget estimates and assists in maintaining budget control;
- Prepares tentative budget, payrolls, purchase orders and other business records;
- Keeps records of receipts and expenditures and bonded indebtedness;
- Prepares financial and statistical reports;
- Operates computing, calculating, check writing and other office machines;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- May coordinate purchasing process for supplies and equipment by obtaining quotes, preparing purchase orders, managing inventory and auditing invoices.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to plan, assign and supervise the work of others; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to deal effectively with staff and the public; ability to readily acquire familiarity with the departmental organization, functions, laws, policies and regulations; good judgment in solving complex account-keeping problems; accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

**MUST MEET MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- A. Graduation from a regionally accredited or New York State registered two (2) year college or business school with an Associate's degree in Accounting, Business Management or related field *PLUS* two (2) years of clerical experience in the maintenance and checking of financial accounts and records; **OR**
- B. Four (4) years of experience as listed in (A) above.