

JOB ANNOUNCEMENT

Principal Account Clerk

Cayuga County Soil and Water Conservation District

Statement of Duties: The Cayuga County Soil & Water Conservation District has a job opening for a Principal Account Clerk. This is an administrative position that plans, assigns, and supervises major account keeping activities and/or independently performs difficult and responsible account keeping functions; does related work as required. This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated.

Examples of demonstrated skills, experience, abilities and/or certifications that interested applicants may hold that relate to the position include the following:

- Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of their work;
- Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
- Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
- Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;
- Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
- Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
- Revises, systematizes, and installs account-keeping methods and procedures;
- Reconciles ledgers of revenue received with bank statements;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Conducts correspondence in connection with financial matters.
- Oversees the receiving and accounting of money in payment for a variety of bills, taxes and related obligations;
- Operates calculator, computer terminal and other related office machines.
- Knowledge of Quickbooks is helpful.

Starting Salary & Benefits: Starting salary range for the position is between \$50,000 and \$58,000 and based on skills and experience. Benefits include vacation, paid holidays, sick leave, health insurance and participation in the NYS Retirement System.

Minimum Qualifications:

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least 12 credit hours in accounting, PLUS two years of experience maintaining financial accounts and records; OR
- (B) Graduation from high school or possession of an equivalency diploma, PLUS four years of experience maintaining financial accounts and records; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B)

Application: Send resume, cover letter and completed [Civil Service Application](#) to:

Cayuga County SWCD

Attn: Doug Kierst

7413 County House Road

Auburn, NY 13021

Application information can also be emailed to dkierst@cayugaswcd.org

The Principal Account Clerk position will remain open until filled.

Questions regarding this job announcement can be directed to Doug Kierst, Executive Director at (315) 252-4171 ext #4.

The position is provisional and will be made permanent dependent on the selected candidate scoring in the top three of the Cayuga County Civil Service examination for Principal Account Clerk, when offered.