

Village of East Aurora
Now Hiring
Part Time Account Clerk

Hours: 19 Hours a week

Monday thru Friday 10:00AM-2:00PM with Monday 11:00am-2:00PM

Job duties include but are not limited to

Customer Service, Accounts payable, WC Insurance claims, mail, front counter operations, handling money, permits, answers phones, maintaining the mail machine and copy machine, records management, Various board minutes, vital statistics, Clerk meeting back-up plus additional clerk duties as assigned.

Additional requirements:

Proficient at MS Word and MS Excel

Must be able to read cursive

Have or will need to get Notary

Rate: \$22.00/ hour

Please apply by sending your resume to Maureen Jerackas Clerk – Treasurer at

Maureen.jerackas@east-aurora.ny.us

e-mail subject: Account Clerk – {Your name}

ACCOUNT CLERK

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DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical operations of average difficulty in connection with fiscal, budgetary and accounting records. Work is performed under the direct supervision of a higher ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains registers of account distribution, warrants, vouchers, purchase orders and requisitions;
Posts to subsidiary ledgers;
Totals registers and subsidiary ledgers;
Checks extensions and totals;
Maintains simple account files;
Checks reimbursement claims for accuracy and completeness and to determine if they are in order;
Maintains records of petty cash fund;
Reconciles totals against individual accounts;
Examines State charge approvals for status of claim;
Maintains records and controls of accounts handled;
Maintains receiving reports; reconciles bank statements;
Assists in compiling fiscal data and preparing reports;
Pre-audits vouchers for accuracy and conformity before presentation for payment;
Encumbers departmental funds;
Receives cash and check payments tendered in person by individuals and by mail;
Makes out receipts;
Develops and maintains inventory control and distributes supplies;
Operates an alphanumeric keyboard to transcribe data directly to a computer;
Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the current methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; ability to make arithmetic computations rapidly and accurately; ability to understand and follow detailed oral and written instructions; resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Accounting; or:
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered two (2) or four (4) year college or university, which included sixteen (16) semester credit hours in Accounting; or:

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ACCOUNT CLERK

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MINIMUM QUALIFICATIONS: continued....

C) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in the maintenance of financial records and accounts; or:

D) Five (5) years of business or office experience, one (1) year of which must have involved the maintenance of financial records and accounts; or:

E) An equivalent combination of training and experience as defined by the limits of (A) and (D).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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