



Our Future Starts
With *you!*

POSITION: Account Clerk I (HELPS)

DEPARTMENT: Social Services

SALARY RANGE: \$44,650

WORK LOCATION: 162 Washington Avenue, Albany NY (*Remote Work Is Not Available*)

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

The position is responsible for entering and retrieving information using computer database/ spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk and Account Clerk II by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college with at least an Associate's degree in Accounting, Business or a closely related field; OR,
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience in maintaining financial accounts and records.

Please upload your resume, three professional references, and college transcripts (if applicable) with this application.

POINT OF CONTACT FOR INQUIRIES:

Beth Lyons, Personnel Administrator

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

