



Our Future Starts With *You!*

POSITION Finance Clerk I (HELPS)

DEPARTMENT Division of Finance

SALARY RANGE \$50,000-\$55,000

WORK LOCATION 112 State Street, Albany, NY 12207

HOURS 8:30A-4:30P M-F

BENEFITS

Paid Time Off

Health, Dental, Vision, & Hearing

Tuition Reimbursement

NYS Retirement

Employee Assistance Program

Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

This is clerical work involving responsibility for performing varied account keeping, reviewing and related tasks. Primary responsibility to the STR workflow involving registration, collection and enforcement; Auction Closings workflow related to deposits and final deed. Regular Treasury training in MUNIS. Employees in this class are trained in the specific office rules, procedures and policies pertinent to the financial operations of a specified department. Employees are trained specifically to process financial type data and follow a prescribed routine. Unusual problems or situations, not previously encountered, are usually referred to supervisors or the Finance Clerk II before action is taken. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree in Accounting or Business or a closely related field, which includes coursework or certification in accounting or financial software; OR,
- B. Graduation from High School or possession of a High School Equivalency Diploma and two (2) years of experience in maintaining complex financial accounts or records, including the use of financially or fiscally related types of computer software programs.

POINT OF CONTACT FOR INQUIRIES

jeff.neal@albanycountyny.gov

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.



Daniel P. McCoy
Albany County Executive