



Our Future Starts With *You!*

POSITION Account Clerk II (HELPS)

DEPARTMENT Aging

SALARY \$49,436

WORK LOCATION 420 Western Ave., Albany, NY 12203

HOURS 35 Hours

BENEFITS

Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

The Albany County Department for Aging is seeking a detail-oriented and organized **Account Clerk II** to provide financial and administrative support for the Department's programs and operations. The successful candidate will assist with supporting accounts payable and receivable, financial recordkeeping, data entry, reconciliation, reporting, contract and voucher processing, and other fiscal activities. This position provides an opportunity to support programs that serve older adults throughout Albany County while ensuring that financial transactions and records are processed accurately, timely, and in accordance with County and program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs moderately complex accounting and clerical duties, including maintaining financial records and entering data into systems and databases.
- Processes and reviews invoices, vouchers, purchase orders, payments, and related fiscal documents for accuracy and completeness.
- Communicates with contractors, departments, vendors, and program staff.
- Assists with contract, outreach data, and payment processing and follows up on outstanding documentation.
- Provides administrative support to the Department's programs, services, and operations.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an associate's degree in business, Accounting or a closely related field and one (1) year of paid experience in the maintenance of financial accounts and records; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience in the maintenance of financial accounts and records.

PREFERRED QUALIFICATIONS

- Proficiency with Microsoft Office, particularly Excel and Word.
- Ability to maintain confidential and sensitive financial information.
- Strong organizational and time-management skills.
- Ability to review records, identify discrepancies, and follow established procedures.
- Ability to communicate effectively with internal staff, vendors, contractors, and members of the public.
- Ability to work independently while also functioning effectively as part of a team.

POINT OF CONTACT FOR INQUIRIES:

emma.l.teague@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