

Title: Accounts Payable Accounting Clerk
Department: Finance Department
Full time: 35 hours per week
Application deadline: May 27, 2022
Expected start date: June 20, 2022
Salary: \$41,787 - \$48,630



DISTINGUISHING FEATURES OF THE CLASS:

This is an accounting position involving the independent performance of both routine and moderately difficult to complex clerical and account keeping tasks for the Finance Department. The work will involve use of an automated account keeping system. This employee may also be responsible for assisting other staff with financial record keeping activities in other departments of the Town. The use of a personal computer for word processing and database entry is an integral part of the position. The employee reports directly to, and works under the general supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not to be performed in a given position. Other related activities may be performed although not listed)

Posts to journal or ledger accounts routine details of business transactions such as appropriations, pay and expense vouchers, disbursements, payroll deductions, remittances paid and due, checks and claims;

Maintains financial records, books, files and accounts and reconciles with other financial records and accounting balances according to prescribed procedures;

Plans and schedules account keeping and financial record keeping activities, such as computing bills, fees and penalties; processing purchase requisitions, vouchers for payment; posting to accounts routine details of transactions, such as payments, receipts, payroll entries, usage, deductions, assessments and fees; maintaining computerized files;

Compiles fiscal data and assists in preparing reports for financial, statistical or budget purposes;

Assists in the development and implementation of new or modified computer programs and systems related to account and financial record keeping activities;

Compiles data for, prepares, analyzes and checks for completeness and accuracy, a variety of complex financial and statistical records and reports;

Operates computing, calculating, electronic work station, data entry and peripheral equipment and other office equipment;

Confers with and assists administrative staff regarding budget discrepancies, appropriations, amendments and justifications;

Assists the public by answering questions or resolving problems related to billing, accounts, or fees;

This position may cross-train with other positions (i.e. Payroll Clerk and/or Personnel Clerk).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, procedures, and methods of maintaining financial accounts and records; good knowledge of standard office procedures and terminology; good knowledge of the use of automated computer systems for financial accounts and records; ability to use a personal computer for word processing and data entry; ability to operate standard office equipment such as calculator and adding machine; ability to utilize an automated account keeping system; ability to make arithmetic computations rapidly and accurately; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; ability to work well with members of the public; supervisory ability; ability to train others in new methods and practices; good judgment physical condition commensurate with the demands of the position. Must be proficient with Excel and Word. Experience with data migration utilizing Excel file format is preferred. Municipal experience is a plus.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent work experience in account keeping, bookkeeping, or financial record keeping; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business Administration, or closely related field, plus one (1) year of work experience as described in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, or closely related field; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C).

MONROE COUNTY RESIDENCY REQUIREMENT:

Applicants must be a resident of Monroe County for at least four (4) months at the time of hire.

How To Apply

1. Please send an application (and resume') to:

Town of Brighton Finance Dept.
Attention: Paula Parker
2300 Elmwood Avenue
Rochester New York, 14620
or by email to: Paula.Parker@townofbrighton.org

2. Applications can be found on the Town's website at www.townofbrighton.org. See "Resources", "Job Opportunities".

3. The Town will contact perspective applicants to schedule interviews; please do not call the Department directly.

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to age, race, religion, color, citizenship, national origin, sex, sexual orientation, marital status, ancestry, family care status, pregnancy, military status, veteran status, disability, prior criminal offense, domestic violence victim status, gender identity, gender expression, genetic status, limited English proficiency or any other lawfully protected status.