



JOB POSTING #248 Repost
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
APSUE Employment Opportunity

<u>Date of Posting:</u>	September 3, 2019
<u>Position(s):</u>	Senior Account Clerk Monday – Friday
<u>Location(s):</u>	Academy Park
<u>Requirements:</u>	<i>This is a Civil Service position for *internal and external candidates.</i>
<u>Salary:</u>	\$41,152.88
<u>Deadline for Applying:</u>	September 17, 2019, 4:00 pm
<u>Effective Date:</u>	Immediately

**Position would be promotional for current APSUE Members in the following title(s): Account Clerk.*

GENERAL STATEMENT OF DUTIES:

The work involves performance and/or supervision of moderately difficult and responsible clerical work in maintaining and reviewing financial accounts and records. The incumbent is responsible for independently performing and/or supervising varied account keeping, reviewing and related tasks. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Unusual problems or situations, not previously encountered, are referred to supervisors or by another step in the account keeping process. Immediate supervision may be exercised over one or more lower clerical personnel.

Minimum Qualifications:

- A) Graduation from high school or a high school equivalency diploma and two (2) years of satisfactory paid fulltime experience involving the maintenance of financial accounts and records; OR
- B) Three (3) years of satisfactory paid fulltime work experience involving the maintenance of financial accounts and records; OR
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Send a cover letter and resume to:

Email: humanresources@albany.k12.ny.us

City School District of Albany
Office of Human Resources
1 Academy Park
Albany, N.Y. 12207

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