

GENESEE COUNTY

PRINCIPAL FINANCIAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is highly important financial record keeping work involving responsibility for planning and overseeing detailed financial record keeping activities and independently performing the most important phases of such work. However, work performed does not include double entry bookkeeping. The work may be performed on an alpha numeric keyboard. Work is performed under general supervision and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. Supervision may be exercised over lower level employees. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns, and review the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;

Directs the review, accuracy and verification of varied financial records, claims, budget account balances, and the preparation of reports thereof;

Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;

Is responsible for receiving and recording large amounts of money in payment for a variety of bills, taxes and related obligations;

Implements approved financial record keeping methods and procedures;

Reconciles revenues received with bank statements;

May supervise the preparation of purchase orders and the securing of bids from vendors;

Conducts correspondence in connection with financial matters.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in maintaining financial records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of English and Business Arithmetic; ability to use an alpha numeric keyboard accurately; ability to plan, assign and supervise the work of financial record keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

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good judgment in solving complex financial record keeping problems;
a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to talk, hear, and occasionally walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher in accounting, business administration, math or related field;

OR:

- B. Possession of an Associate Degree in accounting, business administration, math or related field AND two (2) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- C. Completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 15 semester credit hours in Accounting or Business Administration, or math AND two (2) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- D. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and four (4) years of full-time, paid experience in responsible financial record keeping duties.

Part-time paid experience will be pro-rated

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. CONTINUED...

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class Adopted 10/17/00, Revised 4/27/16, 10/10/24