

GENESEE COUNTY

SENIOR FINANCIAL CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for independently performing and/or supervising varied financial record keeping, reviewing and related tasks. However, employees in this position do not perform double entry bookkeeping. The work may require a general understanding of specific law, office rules, procedures and policies and may be performed on an alpha/numeric keyboard. 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 before action is taken. Work of employees is checked by immediate supervisors or by another step in the financial record keeping process. Immediate supervision may be exercised over the work of one or more clerical assistants. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in office specific financial record keeping activities;
Has charge of entering information regarding financial records in a prescribed manner;
Reviews and checks financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises the verifying and accuracy of individual financial records including adequate fund balances in budget accounts;
Conducts correspondence on matters where policies and procedures are well defined;
Issues receipts for monies received;
Compiles payroll data, prepares and checks payrolls;
Compiles and prepares labor, material and operational cost records and reports;
Supervises the processing, sorting, indexing, recording and filing on a variety of control records and reports;
Is responsible for the preparation of reports from financial records;
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;
Operates computing, calculating, check writing and other office machines;
Assists in the preparation of unit or departmental budget and in maintaining budget control.

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 to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; integrity; tact and courtesy.

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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 and 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:

A course or experience in typing, **AND:**

- A. Possession of an Associate Degree in accounting, business administration, math or related field; AND one (1) year of full-time, paid experience in responsible financial records keeping duties;

OR:

- B. 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, business administration, math, or related field, AND one (1) year of full-time, paid experience in responsible financial record keeping duties.

OR:

- C. Three (3) years of full-time, paid experience in responsible financial records keeping duties;

OR:

- D. Any equivalent combination of training and experience as defined by the limits of A, B, or C above.

Part-time, paid experience will be pro-rated.

Special Requirements for appointment: Successful completion of a background investigation will be required prior to appointment.*

*Special requirements apply to an appointment made in the Child Support Unit within the Department of Social Services.

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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.

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

Non-Competitive Class
Adopted 4/15/25