

CITY OF GLENS FALLS WATER/SEWER DEPARTMENT  
NOTICE OF VACANCY

SENIOR ACCOUNT CLERK (Provisional)

The work is performed under general supervision with leeway allowed for carrying out the details of the work within outlined policies and procedures. See full job description below. Supervision may be exercised over the work of subordinates. Does related work as required

Salary: \$43,964.25/yr. (2026) 35-hour work week M-F

Minimum Qualifications:

- A) Associate's degree or higher in accounting, business or closely-related field;  
or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience maintaining financial accounts and records.

Interested candidates may submit a job application to:

Judy Villa White, HR Director  
City of Glens Falls  
42 Ridge Street  
Glens Falls, NY 12801  
[personnel@cityofglensfalls.com](mailto:personnel@cityofglensfalls.com)

Applications may be obtained from [www.cityofglensfalls.com](http://www.cityofglensfalls.com)

City of Glens Falls is an Equal Opportunity Employer

## SENIOR ACCOUNT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position independently performs moderately-difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower-level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;  
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance;  
Tracks, audits and/or monitors a variety of accounts;  
Verifies adjustments are made to correct allocations and issues reports as required;  
Prepares complex financial and statistical summary reports;  
Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for State or Federal reimbursement;  
Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;  
Prepares funds for deposits into bank accounts, reconciles accounts and prepares reports from information;  
Contacts clients, vendors and other agencies to obtain additional information;  
Provides information orally or in writing in response to inquiries on status of accounts;  
Conducts correspondence on matters where policies and procedures are well-defined;  
Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;  
Performs complex payroll transactions or may prepare payroll and related reports;  
May supervise employees by assigning and reviewing completed work and instructing new employees in specialized account-keeping activities;  
May assist in preparation of figures and reports for use in budget preparation;  
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;  
Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;  
Good knowledge of modern office terminology, procedures and equipment;  
Ability to make complex arithmetic computations accurately and with speed;  
Ability to organize and maintain accurate records and files;  
Ability to analyze and organize data and prepare records and reports;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Ability to establish and maintain effective working relationships with others;  
Ability to communicate effectively, both orally and in writing;  
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;  
Ability to analyze data and prepare and maintain detailed records and reports.

### MINIMUM QUALIFICATIONS:

- A) Associate's degree or higher in accounting, business or closely-related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience maintaining financial accounts and records.

**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.

WC: 1999, 2021

JC: Competitive

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