

JOB OPPORTUNITY ANNOUNCEMENT

(Re-issued 10/27/2026)

Date of Announcement: October 14, 2026

Applications are being accepted until position is filled.

The City of Glens Falls has **One Part-Time** vacancy in Purchasing for:

Account Clerk – Part time

Base Salary: \$24.25/hour Monday-Friday 20 hours per week

Civil Service Competitive Position

Completed applications must be submitted to:

City of Glens Falls
Human Resource Dept.
42 Ridge Street
Glens Falls, NY 12801

We are proud to affirm our commitment to Equal Opportunity Employment principles. As part of our dedication to fostering a fair and inclusive workplace, we conduct background checks on all applicants to ensure compliance with legal and safety standards, while also ensuring that hiring decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.

PLEASE POST CONSPICUOUSLY

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs routine standard account-keeping procedures in maintaining and checking financial accounts and records. Duties include entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the accountkeeping process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
Prepares correspondence, documents, records and other written material in draft form;
Reconciles all entries, both credits and debits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Produces data needed for State and Federal reimbursement claims;
Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
Deposits bank receipts and transacts other bank business;
Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquiries on financial records;
Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits payroll time records;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Performs a variety of related activities as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software;
Working knowledge of modern office terminology, procedures, equipment and business English;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret oral instructions and/or written directions;
Ability to perform close, detail work involving considerable visual effort and concentration; Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience maintaining financial accounts and records.

NOTE: Successful completion of coursework beyond high school in accounting, business administration, or closely related field, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

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.