



## MONROE COUNTY SOIL & WATER CONSERVATION DISTRICT

145 Paul Road, Bldg. 5, Rochester, NY 14624  
Phone: (585) 753-7380 • Email: mcswcd@monroecounty.gov

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### **VACANCY ANNOUNCEMENT**

*Release Date: 10/26/2020*

**For:** PRINCIPAL OFFICE ACCOUNT CLERK

**Location:** Monroe County Soil & Water Conservation District  
145 Paul Road, Building #5, Rochester, NY 14624

#### **Distinguishing Features of the Class:**

This is a financial clerical position responsible for preparing, planning, assigning and review of account keeping and financial record keeping activities, and performing higher level account clerk work involving activities such as financial analysis, problem solving, and financial data manipulation with leeway allowed for independent decision making. Duties include developing financial reports requiring the collection and computation of data obtained from numerous accounts and records. The duties are non-routine, and involve substantial use of an account keeping system. The employee reports directly to, and works under the general supervision of the Executive Director.

Does related work as required.

#### **Typical Work Activities:**

(All need not be performed in a given position. Other related activities may be performed although not listed.)

- Preparing, planning, assigning, and reviewing the maintenance and checking of a wide variety of financial records and reports;
- Utilizing QuickBooks software for account and financial record keeping activities;
- Develop budget reports for Board of Directors monthly meetings and annual budget request to Monroe County, as well as grant and year-end financial reports for federal and state agencies;
- Oversees the maintenance of multiple bank accounts and the reconciliation of all bank statements with deposits;
- Analyzes accounts to determine where funds need to be moved from and to;
- Revising and developing improved work procedures, forms and methods and implementing those approved by supervisor;
- Receiving and investigating complaints and either assists with solving or solves problems;
- Prepares and/or analyzes financial spreadsheets and databases;
- Oversees the classification of a variety of purchase orders, invoices and expenditures;
- Determines costs and estimates future allocation by analyzing current expenses and usage rates;
- Reviews staff time attendance and the preparation and/or checking of payroll and account keeping records and reports for arithmetical accuracy, completeness and proper extension and files monthly, quarterly and annual payroll and benefits reports and payments as required by New York State and the federal government;
- Maintain and/or secure office supplies and salable goods and office equipment;
- Greet customers, answer phone calls, maintain petty cash fund;
- Maintain all Soil & Water Conservation District files and records;
- Record minutes for the monthly Board of Directors meetings

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of the practices and procedures of maintaining and checking financial accounts, records and reports;
- Good knowledge of office terminology, procedures and equipment;
- Ability to operate standard office equipment;
- Ability to utilize a QuickBooks accounting system and operate data entry and peripheral equipment;
- Ability to follow complex oral and written directions;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to prepare numerical and financial reports;
- Ability to understand and interpret departmental policies and federal and state requirements for submission of reports;
- Ability to check payroll and account keeping records for clerical accuracy;
- Ability to train employees in new methods and practices;
- Ability to communicate orally and in writing;
- Ability to deal with the public in problem situations;
- Good judgment; physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's or Associate's degree in Accounting, Business Administration, or Finance plus two (2) years paid full-time or its part-time equivalent experience in bookkeeping, account keeping, or financial record keeping; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Preferred Qualifications:** In addition to the qualifications listed above, the following certifications and skills are beneficial to the applicant: Notary Public, QuickBooks accounting software.

**Special Requirements:** Candidates must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the assignment. Must be able to work occasional evenings and/or weekends; must be able to travel overnight occasionally. Personal vehicle use may sometimes be necessary & mileage will be reimbursed according to the most current government rate. Must be willing to abide by the Personnel Policies of the Monroe County Soil and Water Conservation District. Must pass a background check and drug screening test.

**Work Hours:** Full time, 40 hours per week, days; may be required to attend evening meetings.

**Salary & Benefits:** Salary range is \$38,000 to \$43,000 per year based on experience, qualifications and/or certifications, but negotiable to commensurate with experience. Medical/dental insurance, vacation and sick leave, holidays, NYS Retirement System, NYS Deferred Compensation Program.

**Note:** All Civil Service Laws, Rules and Regulations apply. Appointment to position is provisional pending certification of eligibility by Civil Service Commission. Incumbent will be required to take, pass and achieve a high enough score to be reachable for permanent appointment from the exam eligible list. Applicant must be a resident of Monroe County, NY at the time of appointment *and* at least for four months at the time of the Civil Service examination.

**To Apply:** Must complete a Monroe County Civil Service Employment Application Form and **mail** or **email** with letter of interest and contact information for 3 references to:

Kelly Emerick, Executive Director  
Monroe County SWCD  
145 Paul Road, Building #5  
Rochester, NY 14624  
[kellyemerick@monroecounty.gov](mailto:kellyemerick@monroecounty.gov)

*Note:* Resume can be submitted in addition to the Monroe County Civil Service (MCCS) Employment Application Form, but *not* in lieu of the MCCS Employment Application Form. The MCCS Employment Application Form can be obtained by visiting [www.monroecounty.gov](http://www.monroecounty.gov) under Online Forms by clicking on the link [Civil Service Employment/Exam Application](#).

**Position will remain open until filled.**  
*Faxed materials will not be accepted.*

Please visit [www.monroecountyswcd.org](http://www.monroecountyswcd.org) for additional information about the Soil and Water Conservation District and its programs.

Please contact the Executive Director at the SWCD office for any questions regarding this position  
(585) 753-7380

MCSWCD is an Equal Opportunity Employer and offers employment on a nondiscriminatory basis without regard to race, color, national origin, political beliefs, religion, sex, age, marital status, sexual orientation, or disability.