

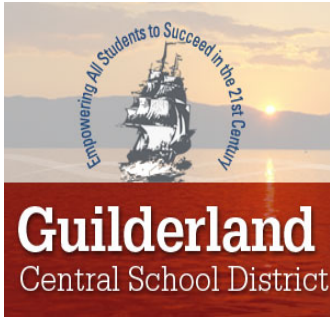
Guilderland Central School District

Employment Opportunity

Sr. Account Clerk

Albany County Civil Service Provisional Appointment*

- *Provisional appointments* may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.



8 School Road P.O. Box 18
Guilderland Center, New York 12085
518 456-6200 FAX 518 456-1152

Senior Account Clerk

The Guilderland Central School District is hiring a provisional Senior Account Clerk to work in our business office. The position is a 12 month, 7.5 hours per day position. The hourly rate for this position ranges from \$15.14 to \$16.00, based on experience. The salary for current employees of the Guilderland Central School District will be determined based on current salary, position and years of service. This position includes full benefits.

The duties include but are not limited to: posting of figures to appropriate accounts; preparation of complex financial or statistical summary reports; verification of all calculations and codes on documents; preparation of correspondence; entering purchase orders; entering new vendors into system; answering phone calls from vendors; checking on requisitions; filing and maintaining of records related to the processing of invoices, vouchers, bills and correspondence; assisting of the preparation of figures and reports for use in budget preparation. Does related work as required.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: EITHER:

- A. Graduation from a New York State or regionally accredited college with an Associate's Degree in Accounting, Business Administration or Business Management and one (1) year of full time paid experience in the maintenance of financial accounts and records; OR,
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time paid experience in the maintenance of financial accounts and records.

Guilderland Central School District is an equal opportunity employer. We do not discriminate in our programs or employment on the basis of age, race, color, religion, disability, marital or veteran status, national origin or gender.

Applications are available on our web-site at:
http://www.guilderlandschools.org/district/forms/PDFs/DO_supportapp.pdf

OR APPLY ON OLAS

Send application to: Lin Severance, Assistant Superintendent for Human Resources, P.O. Box 18, Guilderland Center, NY 12085

APPLICATION DEADLINE: August 11, 2017