

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

INTERNAL POSTING

**RECRUITMENT BULLETIN 22-23-177
JANUARY 2023**

**(2) ACCOUNT CLERKS F/T PROVISIONAL
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving a resume and an application available to print through www.poughkeepsieschools.org from qualified candidates for the position of:

**(2) ACCOUNT CLERKS (INTERNAL POSTING)
FULL TIME PROVISIONAL ACCOUNT CLERKS**

- **(1) BUSINESS OFFICE**
- **(1) STUDENTS W/EXCEPTIONALITIES DEPT**

MINIMUM QUALIFICATIONS:

EITHER: (A) Completion of one year (30 credits are equal to one year) of college, business school, or other post high school training which included two courses in account keeping or bookkeeping; OR: (B) Graduation from high school or possession of a high school equivalency diploma and one year of full-time work experience in the performance of account keeping and/or bookkeeping; OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above. Note: Your degree or college credit 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.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Processes and audits vouchers for payment to vendors and encumbers proper account;
2. Posts to journal or ledger accounts from appropriations, expense invoices, payroll, receipts, voucher records and other original entry media;
3. Prepares summary statements of ledger balances;
4. Receives remittances by mail or in person, verifies accounts, computes interest and penalties, and posts to books of original entry;
5. Compiles payroll data and prepares payroll;
6. Verifies and reconciles account balances according to a prescribed procedure;
7. Reviews and checks routine account keeping records and reports for arithmetic and clerical accuracy;
8. Sorts, indexes, and files a variety of records and reports;
9. May operate various office equipment in the performance of account keeping duties;
10. May act as a receptionist, answer telephone, and direct inquiries to proper recipient

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices and procedures of account keeping; working knowledge of office terminology, procedures and equipment; working knowledge of business terminology and arithmetic, ability to maintain neat and legible records; ability to understand and effectively carry out oral and written directions; mathematical aptitude and accuracy; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

This is an entry level position responsible for the performance of routine account keeping and clerical duties. The work involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. Incumbents usually work on standardized assignments in accordance with defined procedures. The class differs from that of Senior Account Clerk by virtue of performing less complex account keeping duties and the absence of supervisory responsibilities. Work is performed under the direct supervision of a higher level employee with minimum leeway allowed in the completion of work assignments. Supervision over others is not normally a function of the class.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

***This position is being offered as a provisional appointment. A permanent appointment contingent upon a Civil Service examination.**

EFFECTIVE DATE: TBD

SALARY: As per PPSOPA Contract

**FINAL DATE
FOR FILING:** Open until filled

SEND ALL INTEREST TO: hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Asst. Superintendent of Administrative Services
Human Resources Department

**Please complete a Dutchess County Application (available to print from the Poughkeepsie City School District website) and submit it along with your letter of interest

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.