

Finance Clerk Tompkins County

Department: School-Lansing Central
Classification: Competitive
Approved: Lansing School Board
Revised: 8/15; 9/15
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting, bookkeeping, business administration or a related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience maintaining financial accounts or records; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position carries out complex clerical work involving performance of standard account-keeping practices. The work includes clerical support for various activities in the Business Office including potentially those related to student data coordination, the purchasing function through A/P, Payroll, HR, and Capital Project Management. The nature of the clerical support for these functions will require the employee to be able to use a variety of financial and organizational software applications. The employee works under the direction of the School Business Administrator, and may provide clerical/secretarial support to other administrators and/or supervisors as assigned. This employee may be assigned supervision of some District staff and oversight of certain activities for which building level clerical staff is typically responsible. Mathematical skills are requisite as the position will include support for the Business Administrator in the form of checking spreadsheets and calculations related to the District's budget, labor negotiations, and audit activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs routine typing and financial reports for areas of operation under the direction of the Business Administrator;
- Assists in the completion of various local, state, and federal reports;
- Prepares bills for facilities, tuition, and other receivables;
- Assists with preparation of budget reports, construction documentation for State Aid filing, negotiations activities as well as spreadsheet development and maintenance for all;
- Handles daily incoming and outgoing mail;
- Central registrar for District
- Assists employees with Business Office software applications relating to HR, payroll and facilities activities
- Responsible for vendor maintenance and financial software
- Assists with purchasing and receiving functions for the District
- Assists with records retention, in particular as it pertains to those records managed by the Business Office
- Assists Business Administrator with correspondence, scheduling, office management, and planning, set up and closure for meetings;
- Performs other routine tasks and duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to deal tactfully with District staff, vendors, and general public;
- Ability to understand and carry out oral instructions;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively both verbally and written;

- Ability to make computations, use spreadsheets, and adapt to a variety of software applications;
- Ability to maintain confidentiality;
- Ability to work closely with, check and proof all reports developed by the Business Administrator;
- Must be able to handle pressure and deadlines;
- Clerical aptitude, mental alertness, good judgment, neatness, accuracy, tact, courtesy and integrity are required;
- Employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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