

# FULTON COUNTY PUBLIC HEALTH DEPARTMENT

## ANNOUNCES THE FOLLOWING:

### **SENIOR ACCOUNT CLERK (HELP PROGRAM)**

**FULTON, HAMILTON, HERKIMER, MONTGOMERY OR SARATOGA  
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Public Health Department.

2026 Salary: \$24.21 per hour

#### Typical Work Activities:

Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;

Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations;

Prepares more complex financial or statistical summary reports;

Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for Federal or State reimbursements;

Types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material from rough draft or from data which is personally developed using a keyboard, word processor or personal computer;

Prepares funds for deposit into book accounts, reconciles accounts and prepares reports from the information;

Contacts clients, vendors or other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Processes, sorts, indexes, records and files a variety of control records and reports;

Operates calculator, computer terminal, check writing machines and other related office equipment;

Does more complex payroll transactions or may do payroll for entire department and prepares related reports;

May assist in the preparation of figures and reports for use in budget preparation;

May administer employee health and dental benefit plans;

May supervise employees by assigning and reviewing completed work and instructing employees in specialized account keeping activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

- A) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least 12 credit hours in accounting or bookkeeping and one year of experience maintaining financial accounts and records; Or
- B) Three years of experience maintaining financial accounts and records; Or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

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.

**Applications should be filed with the  
Laurel Headwell, Public Health Director  
Fulton County Public Health Department  
2714 St Hwy 29, PO Box 415  
Johnstown, NY 12095**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**