

**SENIOR ACCOUNT CLERK (OC)**  
**NYS #66-069 RC/EL #21176**

**A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.**

Examination to be held **February 5, 2022**; Last filing date **January 21, 2022**

- 1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date.**

**VACANCIES:** Anticipated vacancy in the Rockland County Department of Social Services, two vacancies in the East Ramapo Central School District and the Town of Ramapo, one each in the South Orangetown Central School District and the Town of Haverstraw. The Town of Haverstraw and the Town of Ramapo may not be filling the vacancies at this time.

**POSITIONS EXIST IN:** The Rockland County Department of Finance, Rockland County Department of Social Services, Rockland County Office for the Aging, Rockland County Department of Probation, the Board of Cooperative Educational Services, the Clarkstown Central School District, the East Ramapo Central School District, the South Orangetown Central School District, the Town of Clarkstown, the Town of Haverstraw, the Town of Orangetown, the Town of Ramapo, the Finkelstein Memorial Library, the Pearl River Public Library and the Village of Suffern.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$23.90 per hour for a 35-hour-work-week with the County of Rockland. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is account keeping clerical work which involves a responsibility for processing financial materials. The work is more complex than that of Account Clerk since it requires the integration of a variety of financial data containing a number of variables into a coherent whole and/or service as a troubleshooter within established general criteria. General supervision is received from an administrator or higher-level account keeping personnel and work guidance (e.g., lead work) may be provided to a small number of clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma and two (2) years of experience which included account keeping\*\* and/or bookkeeping as a major thrust of the work.

**NOTES:**

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of eight (8) credits in Accounting or an approved bookkeeping course\*\*\* may be substituted for one (1) year of account keeping experience.
3. An Associate's degree or higher that included or was supplemented by sixteen (16) credit hours in Accounting may be deemed fully qualifying.

\*\*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable receipts, purchases, etc.; preparation of trial balances; tax report preparation.

Experience as a payroll clerk, bank teller or similar work involving financial transaction will be qualifying for entry level account clerk but not higher level account clerk positions. Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.

\*\*\*"Adult Education" or other non-clerical courses are not qualifying in this context.

**SEE NEXT PAGE**

## **SENIOR ACCOUNT CLERK (OC) #66-069 (CONTINUED)**

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, April 5, 2022; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

Any other outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

### **SUBJECT OF WRITTEN EXAMINATION:**

1. **Name and number checking** - These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. **Fundamentals of account keeping and bookkeeping** - These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.
3. **Arithmetic computation with calculator** - These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.
4. **Working with office records** - These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

**STUDY GUIDE AVAILABLE:** A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website:<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**Date Issued: 12/17/2021**