



PRINCIPAL ACCOUNT CLERK (PROM)
NYS #70028820 RC/EL #26105010

Examination to be Held: December 19, 2026; Last Filing Date: November 9, 2026

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

PARTICIPATING AGENCIES: Rockland County Department of Finance, Rockland County Department of Health, Rockland County Department of Social Services, East Ramapo Central School District, South Orangetown Central School District, Town of Clarkstown, Town of Haverstraw, Town of Ramapo and Town of Ramapo Housing Authority.

For this promotion examination, eligibles can be appointed only in the agency in which they are presently employed.

An open-competitive and promotional examination will be held on the same day. Eligible candidates may apply for both by submitting a separate application for each. Vacancies will first be filled from the promotional list; once that list is exhausted, the open-competitive list will be used to fill vacancies for at least one year from the date the list is established.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is a third-level account-keeping and auditing position which involves a responsibility for processing complex financial materials. The work includes a responsibility for identifying the need for and establishing a variety of complex processing procedures. General direction is received from an administrator or accountant. Work guidance (e.g., lead work) may be exercised over others. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: You must be currently employed by **Rockland County Department of Finance, Rockland County Department of Health, Rockland County Department of Social Services, East Ramapo Central School District, South Orangetown Central School District, Town of Clarkstown, Town of Haverstraw, Town of Ramapo or Town of Ramapo Housing Authority** and have two (2) years of permanent competitive class status there as a Senior Account Clerk, Senior Account Clerk-Typist or any of these titles with parenthetical language designation within a period of three years immediately preceding the examination date.

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in the title required to apply for this examination.

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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

SEE NEXT PAGE

PRINCIPAL ACCOUNT CLERK (PROM) #70028820 (CONTINUED)

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.
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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: A Guide to the Written Test for the **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

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