

PRINCIPAL ACCOUNT CLERK (OC)
NYS #60019120 RC/EL #26104010

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.

POSITION EXISTS IN: Rockland Community College, Rockland County Department of Finance, Rockland County Department of Health, Rockland County Department of Social Services, Haverstraw Kings Daughters Library, Nanuet Public Library, Rockland BOCES, East Ramapo Central School District, South Orangetown Central School District, Suffern Central School District, Town of Ramapo Housing Authority, Village of Nyack Board of Water Commissioners, Town of Clarkstown, Town of Haverstraw, Town of Orangetown, Town of Ramapo, Town of Stony Point and Village of Spring Valley. Some of the agencies listed above may not have vacancies or be filling their vacancies at this time.

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.

RESIDENCY REQUIREMENT: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$33.23 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

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: At the time of examination, you must have:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience which included account-keeping and/or bookkeeping** as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) which included or was supplemented by twelve (12) credits in Accounting or comparable curriculum and three (3) years of paid work experience which included account-keeping and/or bookkeeping** experience as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
3. A Bachelor's degree or higher which included or was supplemented by twelve (12) credits in Accounting or comparable curriculum and one (1) year of paid work experience which included account-keeping and/or bookkeeping** experience as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

**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 transactions 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.

TRANSCRIPTS: College transcripts must be sent directly by the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us **no later than two (2) months after the last filing date.** Student transcripts are not accepted. Failure to meet this deadline may result in application disapproval and/or disqualification from an eligible list. Degrees and/or college credits must be awarded from a college or university accredited by a regional, national, or specialized accrediting agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were earned outside the United States or its territories, you must submit an independent equivalency evaluation. Candidates are responsible for all evaluation fees. Information on foreign education evaluations, including a list of approved evaluation services, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>

PRINCIPAL ACCOUNT CLERK (OC) #60019120 (CONTINUED)

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

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.

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 **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.

Civil Service is an Equal Opportunity/Affirmative Action Employer