

Chenango Valley Central School District

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Superintendent of Schools

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School Business Executive



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VACANCY NOTICE

Opening: Account Clerk

Location: Chenango Valley CSD District Office
221 Chenango Bridge Rd
Binghamton, NY 13901

Benefits:

- This full-time, 12-month position offers a competitive salary, depending on education, experience, and skillset
- Standard workweek of Monday through Friday
- Medical, dental, and vision coverage
- Employee assistance programs
- Paid holidays (14 annually)
- Vacation and sick time
- NYS Retirement System
- 403(b)

Deadline to Apply: April 30, 2025

Effective Date: May, 2025

ACCOUNT CLERK

Department: District Office

Reports: District Office administration

GENERAL RESPONSIBILITIES:

Performs routine financial and clerical duties to support personnel and payroll functions, special education functions, and other district level responsibilities as needed.

TYPICAL WORK ACTIVITIES:

- Prepares and maintains spreadsheets related to various functions including, but not limited to, health insurance, Medicare reimbursement, dental insurance, workers compensation, payroll deductions, etc.
- Reconciles monthly invoices for various functions including, but not limited to, health insurance, Medicare reimbursement, dental insurance, workers compensation, payroll deductions, etc.
- Prepare required annual mailings for both active and retired employees.
- Collaborate with the Personnel/Payroll coordinator, assist when needed, and act as their primary backup.
- Prepare Medicaid billing and work related to prescriptions and consent forms for special education students.
- Collect, organize, and track purchase orders and invoices.
- Work within the special education software as it relates to reviewing and adding services to IEPs and 504 accommodation plans and other applications as well.
- Assist with Recommendation Notices and other written notices related to IEPs.
- Tracks, audits, monitors, and reconciles a variety of accounts.
- Prepares various financial and statistical reports as assigned for various functions.
- Interacts with new, existing, and retired employees regarding benefit and payroll related inquiries.
- Performs other work as assigned

QUALIFICATIONS:

- Must possess the minimum qualifications required by NYS Office of Civil Service for the Account Clerk Title (see attached)
- Must be proficient in the suite of Microsoft products including Word and Excel
- Must be able to effectively present information in one-on-one and small group situations with tact, discretion, and courtesy
- Must be accurate, efficient, and organized
- Must be comfortable interacting with staff and retirees

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
Reconciles all entries, both debits and credits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Produces data needed for State and Federal reimbursement claims;
Receives cash payments, issues receipts;
Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
May make bank deposits;
Contacts clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquiries on financial records;
Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits simple payroll time records;
Processes data either for computer or other records;
Makes computations as necessary;
Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to write legibly;

Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or
written directions;
Ability to perform close, detail work involving considerable visual
effort and strain;
Ability to develop effective working relationships and deal
diplomatically with the public;
Good judgment.

MINIMUM QUALIFICATIONS:

One year of clerical experience maintaining financial accounts and records, which must include as a regularly occurring function of the job some financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking voucher and purchase orders for arithmetical accuracy and completeness.

Note: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with one semester credit hours of related coursework as indicated above being equivalent to one month of experience.