



**POSTING #26
(Anticipated)**

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

- DATE OF POSTING:** **May 30, 2019**
- POSITION:** Principal Account Clerk
- SALARY:** \$21.78 per hour (Step 1) - \$25.96 per hour (Step 11)
Salary determined from the School-Related Personnel (SRP) agreement
- ASSIGNMENT:** Administration
- HOURS:** 7.5 hours per day – 12 month position
- CLOSING DATE:** **June 13, 2019**
- MINIMUM QUALIFICATIONS:** (a) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in maintaining financial accounts and records; two (2) years of which shall have been in a supervisory capacity; **or**
(b) Four (4) years of generalized clerical experience, plus the experience indicated in (a) above.

REQUIRED KNOWLEDGE, SKILLS

AND ABILITIES: The Principal Account Clerk will have a thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of double bookkeeping practices; thorough knowledge of office terminology procedures and equipment; thorough knowledge of business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; good judgment in solving complex account keeping problems; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

APPLY: *The successful candidate must take, pass and be reachable on the “List of Eligibles” for the Rensselaer County Civil Service examination for Principal Account Clerk.* All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website) by **June 13, 2019** to:

*Marissa Cannon
Director of Human Resources
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061
Phone: (518) 207-2529 Fax: (518) 477-4833