

HELP WANTED

Account Clerk

The Town of Greene is looking to fill the position of Account Clerk. The work involves responsibility for maintaining the accounting books, ledgers and records of the Town of Greene, utilizing Williamson Law Book accounting software. Duties include classifying and posting a variety of receipts and expenditures, backup payroll duties, and preparing a variety of financial statements and reports. Limited clerking and other related work may be required.

- Williamson Law Book accounting software or Good knowledge of the principles and practices used in bookkeeping
- Good knowledge of accounting theories and methods
- Good knowledge of modern methods used in keeping and checking financial records and reports
- Ability to make arithmetic computations rapidly and accurately
- Strong Microsoft Office proficiency with an emphasis on Excel and Word

CHARACTERISTICS

- Attention to detail
- Highly organized
- Ability to understand and carry out oral and written directions
- Clerical aptitude
- Ability to get along well with others

EDUCATION/EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma two years of satisfactory experience in maintaining and checking financial accounts or records; **OR** - A two year degree in accounting or related field;

**Applications are available at the Town Clerks office,
51 Genesee St, Greene, NY 13778 during regular business hours.**