



CITY OF BUFFALO
 DEPARTMENT OF
 PUBLIC WORKS, PARKS & STREETS



BYRON W. BROWN
 MAYOR

STEVEN J. STEPNIAK
 COMMISSIONER

CIVIL SERVICE JOB OPENING

JASON C. SHELL, MPA
 ADMINISTRATOR

November 29, 2017

Title of Position: Associate Account Clerk
Number of Vacancies: One (1) (Provisional)
Salary Range: \$40,628 - \$46,789
Location: Division of Water

Duties: Independently performs difficult and responsible clerical work in maintaining and checking financial accounts and records. Classifies a complex variety of receipts and expenditures and distributes items according to a prescribed code. Compiles, maintains, checks and analyzes a variety of complex financial and statistical records and reports and may supervise subordinates performing the specialized details of this work. Assigns and supervises work; reviews and records work done; instructs new employees in the specialized account keeping and clerical work of the unit. Reviews and checks account keeping records and reports for accuracy. Supervises and checks the maintenance of control accounts showing appropriation, bond and revenue accounting, verifies balances with subsidiary accounts and takes trial balances of control accounts. Verifies and summarizes totals of receipts with monthly register revenues. Maintains computerized accounts receivable system, including establishing customer file, generating bills and statements, reconciling open balances; inputs accounts, records and file maintenance data and information using computers, CRT and Data Terminals, work processors, etc.; works with other departments to insure the accuracy of these records. Assists in the preparation of budget information, collection of data and compilation of statistical information; recommends budget estimates; prepares transfers of funds and maintains budgetary control. Compiles, prepares and analyzes complex labor, material and operational cost records and reports. May operate computing, calculating and other office machines. May be required to operate the MUNIS computer system; enters transactions, cash or checks, and issues receipts for same. Performs related duties as required.

MINIMUM QUALIFICATIONS:

PROMOTIONAL

Continuous and permanent status in any city department in **one** of the following positions:

- (A) Senior Account Clerk, Senior Account Clerk-Stenographer, Senior Account Clerk-Typist, Teller, Project Cashier or Senior Tax Clerk for **one** year;
 OR
- (B) Account Clerk, Account Clerk-Stenographer Account Clerk-Typist or School Clerk for **two** years.

All applicants must submit a resume specifically detailing all experience to Jason C. Shell, Administrator, 65 Niagara Sq., Rm 511 City Hall, Buffalo, NY 14202 or jshell@city-buffalo.com by Wednesday, December 13, 2017.

Jason C. Shell
 Steven J. Stepniak
 Commissioner