

# **BMTS**

The Binghamton Metropolitan Transportation Study (BMTS) is seeking a **SENIOR ACCOUNT CLERK**. This position is a **part-time** position that involves moderately difficult clerical work involving independent performance and supervision of financial account and record keeping.

## **Typical work activities:**

- Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations;
- Prepares more complex financial or statistical summary reports;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal or State reimbursement;
- Reconciles accounts and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- May assist in preparation of figures and reports for use in budget preparation;
- Does more complex payroll transactions or may do payroll for entire department and prepares related reports;

## **Required skills and abilities:**

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to make more difficult arithmetic computations involving fractions, decimals and percentages accurately;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data and prepare record reports and spread sheets;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Integrity and good judgement;

## **Minimum Qualifications:**

- (A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher in accounting, business, or a closely related field; OR

- (B) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and two years of experience maintaining financial accounts and records; OR

**Salary:** \$13.42/hour, 19.5 hours per week

PLEASE SEND A BROOME COUNTY [EMPLOYMENT APPLICATION](mailto:BMTS@CO.BROOME.NY.US) AND RESUME TO:

[BMTS@CO.BROOME.NY.US](mailto:BMTS@CO.BROOME.NY.US)

Or

**Jennifer Yonkoski, Director  
Binghamton Metropolitan Transportation Study  
60 Hawley Street, PO Box 1766  
Edwin L Crawford Bldg., 5<sup>th</sup> Floor  
Binghamton, NY 13902**