

---

**VACANCY**

---

Fri, Oct 2, 2020 at 10:44 AM

# V A C A N C Y

## Account Clerk

The Hoosic Valley Central School District is seeking a qualified individual to fill a full-time, 12-month probationary position as Account Clerk, effective immediately.

Account Clerk performs routine work supporting the operations of the School District Business Office. This is clerical work involving responsibility for performance of standard account-keeping practices in maintaining and checking financial accounts and records, including keyboarding. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures and overseen by the School Business Administrator.

Qualifications include working knowledge of methods used in maintaining financial records and reports; working knowledge of office terminology, practices and procedures; working knowledge of business arithmetic; ability to make arithmetic computations involving fractions, decimals and percentages; ability to perform data entry with speed and accuracy; ability to write legibly; ability to organize and maintain records and files; ability to understand and interpret oral and written instructions; ability to perform detailed work with a high degree of accuracy, integrity, tact, courtesy, and clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

- A) One (1) year of clerical experience maintaining financial accounts; OR
- B) Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college, institution or university accredited by the New York State Board of Regents to grant degrees.

The successful candidate must meet qualifications for and pass the Account Clerk Exam through the Rensselaer County Civil Service Commission when scheduled. All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualification, and submit a cover letter and resume.

Salary: \$30,348

Send letter of interest and resume to: G. Michael Apostol, Superintendent  
Hoosic Valley Central School  
[2 Pleasant Avenue](#)  
[Schaghticoke, NY 12154](#)

Deadline for Application: October 16, 2020