

# HARRIETSTOWN HOUSING AUTHORITY

14 KIWASSA ROAD STE 1  
SARANAC LAKE, NEW YORK 12983-2373



LAKE FLOWER APARTMENTS  
ALGONQUIN APARTMENTS  
SECTION 8 RENTAL ASSISTANCE

SARAH A. CLARKIN, EXECUTIVE DIRECTOR  
SClarkin@Harrietstownha.org

## PART-TIME ACCOUNT CLERK NON-COMPETITIVE

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### Job Description:

Work is primarily of a routine nature and involves: (1) the application of standardized account keeping practices to maintain and review financial accounts and records; (2) general office work; and (3) reception duties. The individual works under general supervision on standard assignments in accordance with defined procedures. This position has no residency requirement.

### Job Duties/Responsibilities:

- ✓ Post electronically to journal/ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and/or other original entry media;
- ✓ Receive remittances by mail and/or in person, verify amount, compute any interest or penalties, and post electronically to journal/ledger accounts;
- ✓ Assist in maintaining labor, material, and operational cost records;
- ✓ Assist in verifying and reconciling account balances according to prescribed procedures;
- ✓ Help to review and check routine account keeping records and report for arithmetical and clerical accuracy and completeness;
- ✓ Classify recurring receipts and expenditures and distribute costs according to a prescribed code;
- ✓ Compile data for and help in preparation of financial and statistical reports;
- ✓ Issue receipts for monies received;
- ✓ Sort, index, and file requisitions, vouchers, payment documentation, and other material;
- ✓ Tend to front office reception duties; and
- ✓ Related work as required.

### Minimum Qualifications:

- ✓ High School Diploma or GED
- ✓ One year of experience maintaining financial accounts/records
- ✓ Expertise in Quickbooks, Word/Excel/Publisher preferred but not required
- ✓ High level of accuracy, professionalism, efficiency
- ✓ High level of integrity; trustworthiness
- ✓ Professional demeanor (in-person and over the phone)
- ✓ Ability to deal with difficult people

**Hours/Pay/Benefits:** 20 hrs/week (4hrs/day). Pay is commensurate with experience. Paid sick, vacation and personal time. Holidays. Membership in NYS Retirement.

**To Apply:** Submit letter of interest, application (at [www.harrietstownha.org](http://www.harrietstownha.org)), resume, and three references to Executive Director, Harrietstown Housing Authority, 14 Kiwassa Rd., Suite 1, Saranac Lake, NY 12983. EOE.

**Deadline for Applications:** Open.