



100 Elwood Davis Road  
North Syracuse, NY 13212-4312

## **ACCOUNT CLERK 2 OCRRA Main Office**

Onondaga County Resource Recovery Agency [OCRRA] has a full-time opportunity for an Account Clerk 2 available immediately. We are recruiting for one position based on the Onondaga County Civil Service “Rules for Classified Service” in accordance with Rule XI and Rule XII.

This Civil Service appointment is a permanent position. OCRRA is looking for a customer-oriented professional who is detail driven, hard-working and encompasses the qualifications of an open competitive listing including experience and education in financial record keeping. The Civil Service job description attached.

The qualified candidate should be available to work Monday through Friday, 8:00 AM – 4:30 PM, from our main offices at 100 Elwood Davis Road, No. Syracuse, NY 13212.

OCRRA offers competitive salary and generous fringe benefits including medical, dental and vision insurance. We also offer accrued time off for sick, vacation and personal days, and participate in the NYS Retirement and Deferred Compensation plans. The annual salary range is \$47,000 - \$56,000.00 for an Account Clerk 2. Salary is dependent upon Civil Service title and work experience.

Send application, resume and letter of interest to Michca Ballard-Fortin, Onondaga County Resource Recovery Agency, 100 Elwood Davis Rd, North Syracuse, NY 13212 or email your response to [hr@ocrra.org](mailto:hr@ocrra.org) Applications can be obtained on the Employment page at [OCRRA.org](http://OCRRA.org) or at our Elwood Davis Office.

Be part of a team working to improve the environment!

OCRRA is an equal opportunity employer.

*/yc June 2026*



Civil Service Job Description:

**ACCOUNT CLERK II**

02020

(Competitive)

**DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for performing or supervising difficult and specialized clerical work, in maintaining and reviewing a complex set of financial accounts and records. An employee in this class is either responsible for maintaining a complex set of financial records or assisting a supervisor in the maintenance of these records, and in preparing complex and difficult financial and statistical reports. Assignments in this class are based on the complexity and difficulty of records kept the amount of independent judgement exercised and supervisory responsibility of subordinate staff. Work is performed with relative technical independence, and is supervised and reviewed by an Administrative Superior in the verification of financial records and statements, and by annual auditing by local and state auditors. Supervision may be exercised over a small number of subordinate personnel. Incumbents may be required to successfully pass a background check. Does related work as required.

**TYPICAL WORK ACTIVITIES**

- Accounts Payable: May be responsible for invoice processing, processing/updating vendor and adherence to payment terms
- Accounts Receivable: May be responsible for producing bills/invoices, customer account management, reconciling payments, resolving discrepancies
- Cash Management: May be responsible for collecting/depositing cash, balancing cash drawer, reconciling discrepancies

Maintains or supervises the maintenance of accounts and general ledgers in the accounting section of an agency or department.

Posts or supervises posting entries to cash books, general ledgers, appropriation ledgers, voucher ledgers and subsidiary journals.

Receives remittances by mail, in person or from cashiers; verifies amounts; issues receipts and posts or supplies totals for posting in appropriate ledger.

Posts or supervises posting of cash disbursements and reviews transactions for accuracy. Checks purchase orders and claims for payment; posts or supervises posting to appropriate ledger.

Prepares ledger cards for machine or manual posting; checks accuracy of posting.

Reconciles balances in various ledgers with comptroller's report i.e., disbursements and balances in appropriate codes.

Prepares or supervises and assists in preparation of payrolls.

Compiles figures for annual budget preparation, supplying statistics for supervisor or department head.

May use a personal computer (PC) for filing or obtaining information.



### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of bookkeeping principles and practices.

Thorough knowledge of setting up and balancing ledgers and accounts.

Good knowledge of office procedures and practices.

Ability to operate adding machines, personal computers (PCs), calculators and other office machines.

Ability to make arithmetic computations rapidly and accurately.

Ability to research financial records, and prepare financial and statistical reports.

Ability to plan, assign and supervise the work of subordinates.

Ability to use common office equipment.

Ability to train new employees in the use of office machines as well as in account-keeping procedures as adopted by the department and agency.

Ability to apply bookkeeping principles to the setting up and maintenance of fiscal and accounting records.

Ability to follow oral and written instructions.

Ability to perform routine accounting transactions utilizing data processing systems.

### **MINIMUM QUALIFICATIONS**

#### **Promotion:**

One (1) year of permanent competitive class status in the title of Account Clerk I or Account Clerk-Typist I.

#### **Open Competitive:**

A. Two (2) years of account keeping work experience or its part-time equivalent, the major job function of which is the maintenance of financial accounts, which must have included reconciling and posting to ledgers, journals and other accounting records, or the processing and maintenance of fiscal transactions including accounts payable, accounts receivable, cash management and statistical data and records; or,

B. Graduation from a regionally accredited college or university with an Associate's Degree in Business Administration or Finance.

C. Successful completion of 12 semester credit hours in accounting, finance or business administration.

2/2026 Revised

9/2016 Revised