



JOB OPENINGS – CITY OF WATERVLIET

Vacancy Number:	2026-08
Position:	Account Clerk
Location:	City of Watervliet
Basic Function:	The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/ spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.
Qualifications:	One (1) year of clerical experience maintaining financial accounts and records. NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.
Responsibilities:	• Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies; • Verifies all calculations and codes on documents; • Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered; • Prepares correspondence, documents, records and other written material in draft form; • Reconciles all entries, both credits and debits; • Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid; • Produces data needed for state and federal reimbursement claims; • Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers; • Deposits bank receipts and transacts other bank business; • Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information; • Provides routine information orally or in writing in response to inquiries on financial records; • Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence; • Receives, balances and audits payroll time records; • Operates calculator, computer and other related office equipment.
Starting Date:	As soon as practicable.
Application Deadline:	Until position is filled.
Starting Salary:	\$ 20.00 per hour.
Apply To:	Submit completed application and resume to Office of the General Manager City of Watervliet, 2-15 th Street, Watervliet, New York, 12189 Watervliet Civil Service Application
Further Information Contact:	Stacey Clermont 518-270-3800, Ext. 100, OfficeoftheGeneralmanager@watervliet.com
Date:	8/28/2026

