



Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600
Fax: (518) 274-6633

NOTICE OF POSITION AVAILABLE

Account Clerk

This is a full-time Civil Service position in the Competitive Class covered by the CSEA Bargaining Unit. The candidate will be hired provisionally and will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment.

2024 Salary Schedule - \$32,065 starting to \$49,086 after (25) twenty-five years

The candidate for the position should at a minimum have working knowledge of: the methods used in keeping financial accounts and records; office terminology, procedures, routines and equipment; business arithmetic and English. In addition, the candidate must have the ability to understand and carry out oral and written directions, get along well with others, clerical aptitude, mental alertness, good judgment, integrity, tact and courtesy, and to perform the essential functions of the position in a reasonable manner.

Duties include:

- Performs a wide variety of clerical and account keeping tasks.
- Receives and accounts for paperwork, files, inspection data, and other documentation.
- Receipts payments and makes appropriate entries in ledgers.
- Makes bank deposits and keeps records of deposits and withdrawals.
- Answers telephone and provide clerical and arithmetic assistance to the staff.
- Keeps a variety of files and calendars.
- Prepare reports as required.
- Gives information to the public on routine matters.
- Performs a variety of additional tasks and related responsibilities.

Minimum Qualifications:

Graduation from high school or possession of a GED and one (1) year full-time, paid experience* in the compilation and maintenance of financial records and accounts.

OR

Graduation from high school or possession of a GED, and completion of at least 27 college credit hours, 12 of which must have been in Accounting, Finance, Business Administration or a related field.

* Volunteer and/or part-time work will be accepted on a FTE basis.

TROY HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

Interested candidates must submit an employment application to:

Selena Skiba, Director of Finance & Human Resources

selena.skiba@troyhousing.org

Troy Housing Authority, One Eddy's Lane, Troy, New York 12180

*APARTMENTS UNDER MANAGEMENT: Conway Court ♦ Corliss Park ♦ Arnold E. Fallon
Grand Street ♦ Griswold Heights ♦ Edward A. Kane ♦ John F. Kennedy ♦ Martin Luther King
Margaret W. Phelan ♦ Catherine M. Sweeney ♦ John P. Taylor ♦ Section 8 Rental Assistance*