

## VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of Account Clerk, a provisional Civil Service appointment title.

Applications or resumes will be accepted until August 11, 2022.

Applications or resumes may be mailed to the Office of the Village Clerk as follows:

Village of Greenport  
236 Third Street  
Greenport, NY 11944

Attn: Village Clerk Sylvia Pirillo, RMC or:

Applications or resumes may be e-mailed to the Office of the Village Clerk at the following address: [spirillo@greenportvillage.org](mailto:spirillo@greenportvillage.org).

Please refer to the Suffolk County Department of Civil Service web site for an explanation of job specifications for the title as referred to above. Printed specifications can also be obtained from the Office of the Village Clerk, Sylvia Pirillo, RMC at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: [www.villageofgreenport.org](http://www.villageofgreenport.org).

The hourly wage rate is \$ 18.00 per hour based on a 35-hour work week, and a full benefits package is applicable to this position.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: July 14, 2022

Village Clerk Sylvia Lazzari Pirillo, RMC

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs specialized clerical work in keeping financial records of some variety and complexity. Using a single or double entry system, the incumbent is responsible for keeping books or records that are subject to audit. Duties may include utilization of computers with financial capabilities. The work is performed in accordance with clearly established accounting methods and procedures, and is reviewed primarily through verification of financial records and statements. Supervision may be exercised over a small number of subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Posts financial data to forms or journals, which serve as permanent records of transactions;  
Updates automated financial records;  
Prepares purchase orders and requisitions;  
Reconciles bank statements;  
Reviews vouchers;  
Maintains a variety of other financial records;  
Prepares financial and statistical reports of some complexity by drawing data from financial records;  
Operates adding, calculating or other standard office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of bookkeeping principles and practices; good knowledge of standard office methods and practices; ability to make arithmetic computations rapidly and accurately; ability to apply bookkeeping principles to the maintenance of fiscal and accounting records; ability to learn the operation of adding machines, calculating machines and other office machines for which previous formal training is not needed; ability to follow oral and written instructions; ability to compile and prepare financial and statistical reports; ability to establish effective working relationships with co-workers in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- (a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts, or journals; or,
- (b) Two (2) years of clerical experience, and six (6) credits in accounting from a college with federally-authorized accreditation or registration by NY State.

NOTE: Education beyond high school from a college with federally-authorized accreditation or registration by NY State including at least three (3) credits in accounting per year may be substituted for experience on a year-for-year basis.

R03/29/2019  
SUFFOLK COUNTY  
Competitive