

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Financial Accounts Payable Clerk

**EXAM NO:** 64770

**SALARY:** \$22.27/hr - 2023 Tompkins County Hire Rate

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 02/11/23

**ISSUE DATE:** 12/09/22

**THE FINAL DATE TO FILE APPLICATIONS:** 12/24/22

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/12/23

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Financial Accounts Payable Clerk title located in the Tompkins County Finance Department. The eligible list resulting from this open competitive examination, may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the list.

**MINIMUM QUALIFICATIONS: EITHER:**

- a. Completion of 30 credit hours at a New York State registered regionally accredited college or university which must have included at least ten credit hours in accounting or bookkeeping AND six months full time paid (or equivalent part-time and/or volunteer) experience in accounting transaction processing; OR
- b. Graduation from High School or possession of a high school equivalency diploma AND 18 months full time paid (or equivalent part-time and/or volunteer) experience in accounting transaction processing.; OR
- c. Any combination of training and experience equal to or greater than that defined in (a), (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a routine finance data preparing and processing position providing for the review and processing of documents to issue payments for vendor invoices and other financial obligations in accordance with internal accounting policies and practices.

This position also highlights the day-to-day administration of all payment cycle activities in a timely and efficient manner. This position requires the ability to make independent judgments and decisions on a/p vouchers submitted for payment. This position reviews purchase orders, statements, and invoices to verify amounts owed, reconciling invoices. Accuracy is valued as well as efficiency, with attention to details and processes. The position will interact directly with multiple departments and ensure that vouchers/invoices submitted are appropriate expenditures for the various programs and operations of Tompkins County. The work is performed under the general direction of the Director of Accounting Services.

**TYPICAL WORK ACTIVITIES:**

Finance Accounts Payable Clerks are typically required to:

- - ◆ Review a variety of documents such as vouchers, bills, purchase orders, and contracts to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
  - ◆ Work within timeframes and meet various deadlines throughout each week to ensure regular and 'mini' check runs are done along with funding needs identified and communicated with multiple areas in the finance office.
  - ◆ Verify all calculations, department/unit number, account numbers, and project codes on documents;
  - ◆ Complete multiple step process to post figures to appropriate accounts (either manually or through a computer), verifying all data entered;
  - ◆ Pay careful attention to detail and ability to self-check work
  - ◆ Reconcile all entries, both debits and credits; this may include preparation of batch reports and verification of totals and subtotals;
  - ◆ Prepare simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
  - ◆ Regularly handle rush items, or items falling outside of normal processing. Often requires communication with departments and sometimes the denial of rush items;
  - ◆ Ability to prioritize work items, tasks and projects;
  - ◆ Produce data needed for State and federal reimbursement claims accurately;
  - ◆ Be aware of process to receive cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
  - ◆ Regular Contact with outside clients, vendors, to obtain additional information as necessary;
  - ◆ Regular daily contact with departments, and various staffing within departments including department heads, deputies, coordination and administrative staffs to ensure appropriate approvals and processes are met.
  - ◆ Utilize independent judgement to resolve situations and involve division managers, directors as needed.
  - ◆ Regularly explain and instruct staff of various county departments purchasing processes and policies. Informing those staff not only how to locate policies, yet also how they apply to their transaction. Th
  - ◆ Provide routine information orally or in writing in response to inquiries;
  - ◆ File and maintain all related records as records related to processing invoices, vouchers, bills, correspondence and other financial records as needed; including scanning and electronically filing completed work;
  - ◆ Receive, balance and audit records;
  - ◆ Process data either for computer or other records with precision and attention to detail and computations as necessary;
  - ◆ Operate a calculator and other related office equipment.

Finance Accounts Payable Clerks (in addition to the above typical work activities) will be required to perform data entry, type forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc. on a typewriter, word processor, or personal computer.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- ◆ Good knowledge of general accounting principles and procedures and ability to apply such knowledge to accounting transactions. Working knowledge of modern methods used in keeping and checking financial records and accounts;
- ◆ Maintain high level of ethics, confidentiality and professionalism;
- ◆ Effective communication with colleagues, outside vendors, and various departmental staff across the county – including verbal and written communication;
- ◆ Experience using financial accounting software;
- ◆ Ability to make sound judgements and communicate those effectively; Working knowledge of office terminology, procedures, equipment, and business English;
- ◆ Ability to communicate well with multiple levels of staff across all departments;
- ◆ Ability to multitask and set priorities;
- ◆ Ability to perform close, detail work involving considerable visual effort and strain;
- ◆ Working knowledge of office methods and procedures and familiarity with the use of standard office equipment;
- ◆ Working knowledge of Windows and Microsoft Office Suite products along with other software frequently used;
- ◆ Working knowledge of the general principles of public finances administration, including budgeting and financial reporting;
- ◆ Ability to prepare complete and accurate accounting reports and statements of some complexity;
- ◆ Ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately;
- ◆ Ability to enter data in a timely and accurate manner;
- ◆ Ability to follow complex oral and written instructions;
- ◆ Ability to work independently and prioritize tasks;
- ◆ Ability to stay well-organized and meet deadlines;
- ◆ Strong analytical and problem-solving skills;
- ◆ Ability to work professionally and respectfully with a diverse staff, contractors, and the public;
- ◆ Ability to follow-up on outstanding items, tasks, including outside requests.
- ◆ Physical and mental condition commensurate with the demands of the position.

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### **Complete Scope of the examination and Expanded subtest descriptions:**

#### **Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

#### **Fundamentals of account keeping and bookkeeping**

These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.

#### **Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

#### **Working with office records**

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data

from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Test guide:**

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â€

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850