

BUILD A CAREER THAT ENRICHES LIVES



ACCOUNT CLERK OPENINGS IN ENDICOTT, NY

JOB REQUIREMENTS

Experience: One year of clerical experience maintaining financial accounts and records, including reconciling bank statements, posting to ledgers, journal entries, or reviewing vouchers and purchase orders for accuracy and completeness.

Education Substitution: Relevant coursework in accounting, business administration, or a related field from an accredited college or university may substitute for experience. One semester credit hour equals one month of experience.

JOB RESPONSIBILITIES

- Review documents and reports for accuracy, completeness, and compliance with procedures.
- Process claims, verify billing, and perform clerical tasks, including phone support, filing, and data entry.
- Reconcile vendor accounts and communicate account status to vendors and customers.
- Use software including Excel, Word, Microsoft Teams, WinCap, nVision, and Outlook.

TO APPLY SCAN THE QR CODE

**OR VISIT: [www.btbooces.org/
JobOpportunities.aspx](http://www.btbooces.org/JobOpportunities.aspx)**

