



## POSITION OPENING

### FINANCE CLERK II

Position(s): Finance Clerk II (1 vacancy)

Hours: 35 hours per week; 8:30 am- 4:30 pm Monday-Friday

Starting Wage: \$25.21/hour per MEU bargaining agreement

Civil Services Classification: Competitive

**Under the new temporary Help Program – this vacancy will be waived from further civil service testing.**

Job Description: Attached

To Apply:

Submit Ontario County Application and Resume to

<https://ontario-portal.mycivilservice.com/>

Click “City of Geneva-Code Enforcement Officer”

- Complete Ontario County Application AND attach
  - Cover Letter
  - Resume
  - References: At least two (2) of which former/current supervisor or direct reports – will not be contacted until permission provided to City during the interview process.

<b>Position open until filled-Submission deadline: Monday, February 16<sup>th</sup>, 2026</b>
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# Finance Clerk II

## Position Summary

The Finance Clerk II position, under the direction of the Comptroller and Deputy Comptroller, is responsible for assisting with the financial functions of the municipality. This would include assisting in work functions such as accounts payable, accounts receivable, utility and tax billing, payroll and other finance related duties. This position also serves as a point of contact to the public in collecting and processing payments. The Finance Clerk II is accountable for delivery of quality services and work product as a part of the overall departmental and city-wide strategic direction, goals and objectives.

## Responsibilities

- Provide quality customer service while responding to public and internal inquiries, concerns, and investigating discrepancies
- Maintain the accounts payable and receivable systems to ensure complete and accurate records of all funds
- Evaluates and processes official documents of a routine nature
- Designs, sets up and maintains electronic and/or paper files of correspondence, documents, and records
- Maintain data and conduct regular reviews/audits of work to ensure accuracy and integrity
- Receive, interpret, and verify financial reporting information and documents for completeness, correctness, and conformity with applicable bylaws, policies, practices, and procedures.
- Reviews reports, records and other official documents for clerical and overall accuracy, completeness, and proper extension.
- Provide backup to administer the bi-weekly payroll to ensure employees are paid in an accurate and timely manner
- Other duties as assigned

## Ideal Candidate provides Key Attributes:

- Proficient with Microsoft applications (Word and Excel)
- Ability to analyze financial information while maintaining a high degree of accuracy and attention to detail
- Excellent oral and written communication skills
- Ability to plan, prioritize and communicate effectively
- Ensuring financial funding reporting to external agencies is completed in a timely manner
- Ability to work effectively as part of a team

- Bilingual (English/Spanish) highly desirable
- Experience in a municipal or local government setting a plus