

## **LANDFILL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving the independent performance and supervision of financial account and record keeping at the Broome County Landfill. The incumbent may direct vehicles to the dumping area, weigh vehicles entering and leaving the landfill site and collect dumping fees. Work is performed under the general supervision of the Landfill Supervisor. The work may require decision making as to methods to be used and classification of records and accounts, as well as being proficient in the operation of the landfill scales. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;

Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations;

Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities; landfill and hazardous waste transactions and record keeping activities;

Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for reimbursement;

Prepares funds for deposit into book accounts;

Reconciles accounts and prepares financial or statistical reports from information;

Contacts customers, clients, vendors or other agencies to obtain additional information;

Provides landfill information, general information and testimony, either orally or in writing in response to inquiries on status of accounts, policies and procedures, directions or court orders;

Processes, sorts, indexes, records and files a variety of Federal, State and County control records and reports;

Assists in preparation of figures and reports for use in budget preparation;

Prepares payroll for employees and prepares related reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;

Directs the audit of varied accounts, claims and records and the preparation of reports thereon;

Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;  
Operates calculator, desk top computer, radio, weight indicators, laser and thermal printers, telephone and other related office equipment.

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

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;  
Thorough knowledge of office terminology, procedures, equipment and business English;  
Ability to plan, assign and supervise the work of account keeping and clerical assistants;  
Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;  
Ability to organize and maintain accurate records and files;  
Ability to analyze and organize complex data and prepare records and reports;  
Ability to understand and interpret complicated oral instructions and/or written directions;  
Ability to develop effective working relationships and deal diplomatically with the public;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Integrity and good judgement;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting, business, or a closely related field; OR
- B) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting; OR
- C) Graduation from high school or possession of an equivalency diploma and two years of experience maintaining financial accounts and records; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.