



State University of New York

ERIE COMMUNITY COLLEGE

Applications are being accepted for the Position of:

803-01-05-2007-CSEA

May 8, 2007

ACCOUNT CLERK TYPIST RPT

(CSEA)

WORKFORCE DEVELOPMENT SOUTH CAMPUS

REGULAR PART-TIME/TEMPORARY JOB GROUP IV SALARY \$12.059/HOUR
(20-39 HOURS PER WEEK)

JOB DESCRIPTION: The work involves performing specialized clerical tasks and typing in connection with the maintenance of financial accounts and records. Work is performed under the general supervision of a supervisory employee who assigns work and reviews for performance. Does related work as required.

REQUIREMENTS: Good knowledge of modern methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory rate of speed; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: (A) Graduation from a registered two (2) year college with an Associate's degree in Accounting supplemented by a course in typing; or (B) Completion of two (2) years of study at a regionally accredited, registered two (2) or four (4) year college or university which included sixteen (16) semester credit hours in accounting, supplemented by a course in typing; or (C) Graduation from high school, supplemented by a course in typing, and one (1) year of experience maintaining financial records and accounts; or (D) Five (5) years of office experience, one (1) year of which involved typing and the maintenance of financial records and accounts.

Send cover letter referencing Job #803-01, ECC application, current resume and official transcripts by: May 17, 2007

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: www.ecc.edu, click Administration, click Human Resources

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.