

SENIOR ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for maintaining varied financial accounts, maintenance and review of financial records, and related tasks including typing and/or word processing. The work requires a general understanding of specific law, office rules, procedures and policies, and may involve decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Account Clerk in that duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. Work is performed under general supervision with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Immediate supervision may be exercised over the work of one or more clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES:

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

Reviews, checks, tracks, audits and monitors complex account keeping records and reports for a variety of accounts to ensure arithmetical and clerical accuracy, completeness and proper extension;

Supervises the verification and reconciliation of a number of accounts according to a prescribed procedure;

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 as authorizing payment, issuing checks, receipts for monies received, or preparing bills, as needed;

Prepares or supervises the preparation of complex daily, weekly and monthly financial or statistical summary reports, which may be compiled into required New York State and Federal reports or claims for state or federal reimbursement;

Prepares routine reports of information taken from journal or ledger;

Compiles and prepares labor, material and operation costs records;

Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;

Prepares in final format, accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposit into book accounts, reconciles accounts and prepares reports from information;

Provides information orally or in writing in response to inquiries on status of accounts;

Assigns work, reviews and records work done and instructs new employees in the specialized account keeping and clerical work of a unit;

Conducts routine correspondence on matters where policies and

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procedures are well defined;
Operates computing, calculating, check writing and other office machines;
May collect taxes, issue tax receipts and prepare related reports, as assigned;
May assist in preparation of figures and reports for use in budget preparation;
May perform incidental typing;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; 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 operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to plan and direct the work of others; ability to perform close, detail work involving considerable visual effort and concentration.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and three (3) years of clerical experience which shall have involved maintaining or checking financial accounts or records; or
- b) Five (5) years of clerical experience which shall have involved maintaining or checking financial accounts or records; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level coursework in accounting, business administration, or a close related field may be substituted for up to two (2) years of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.