

ACCOUNT CLERK II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the application of standardized account keeping and financial practices in maintaining and reviewing financial accounts and records, as well as for checking and reconciling a variety of complex accounts. Work is performed in accordance with established procedures and under general supervision with some leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;

Reconciles account balances according to a prescribed procedure;

Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Collects financial information for and assists in the preparation of financial reports;

Compiles payroll data, prepares and checks payrolls;

Enters, updates and maintains a variety of data and databases used by the department and various programs;

Sorts, indexes and files requisitions, vouchers, ledger cards and other material;

Issues receipts for monies received;

Answers telephone inquiries as needed;

Operates computing, calculating, check writing and other office machines;

May train new account clerical staff;

May perform incidental typing;

Performs a variety of related activities as required.

When Assigned to the County Auditing Department:

Sets up and updates personal computer programs;

Handles vendor inquiries, as pertains to payments, credit, and collections;

Assists Department Head in auditing vouchers;

Assists with special projects when assigned;

Checks and updates accounts payable and accounts receivable on a monthly, quarterly and year end basis;

Checks college vouchers for certificates of residency;

Posts college vouchers to student cards;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and reviewing 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 organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret oral instructions and/or written directions; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; integrity; tact and courtesy; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years of experience in the maintenance of financial accounts and records; or
- b) Four (4) years of experience in the maintenance of financial accounts and records; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Six (6) college credits in accounting may be substituted for one (1) year of experience indicated above.

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.