

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for financial recordkeeping, requiring analysis and compilation of figures in support of regular reporting requirements and to fulfill departmental objectives. Supervisors are available for consultation on problems and provide instructions on all new or difficult assignments. Work is performed under general direction, requiring exercise of independent judgment in the application of prescribed practices and procedures. Supervision over the work of others is typically not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts figures relative to appropriation, expense invoice, payroll, receipts, voucher records and other original entry media to hardcopy or electronic journal or ledger accounts;

Receives remittances by mail or in person, verifies amount, computes interest and penalties, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts to appropriate ledgers;

Assists in maintaining labor, material and operational cost records;

Reconciles account balances, including all entries, both credits and debits, according to defined procedures and policies;

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Reviews and checks routine account keeping records, including all calculations and codes on documents and reports, for arithmetical and clerical accuracy, completeness and proper extension;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Issues receipts of monies received;

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

Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Operates a personal computer, peripheral equipment, calculator and other related office equipment;

ACCOUNT CLERK (cont'd)

May compile, balance and audit payroll time records or other payroll data;
May prepare payrolls.
May prepare correspondence, documents, records and other written material in draft form;
May perform incidental typing;
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: Working knowledge of modern methods of keeping and reviewing financial accounts and records, including computer financial software; working knowledge of office terminology, procedures and equipment; working knowledge of business 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 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 one (1) year of clerical experience which must have involved some use of computer applications to enter data, maintain records or prepare reports; or
- b) Three (3) years of clerical experience which must have involved some use of computer applications to enter data, maintain records or prepare reports; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year 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.