

ACCOUNT CLERK (RECREATION)

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for performing financial record keeping requiring the exercise of independent judgment in the application of prescribed practices and procedures. Additionally, the incumbent assists with administrative and clerical support for recreation programs and services. Work involves the analysis and compilation of figures in support of regular reporting requirements, payroll, annual budget preparation, and Recreation Department objectives, as well as administrative duties relating to athletics, trips, events, classes, and other recreational programs for children and adults. Work is performed under general supervision of higher level Recreation Department staff. Supervision over the work of others is typically not a responsibility of this position. 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;

Compiles data and prepares 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;

Compiles, balances and audits payroll time records or other payroll data, and may prepare payrolls;

Assists with administrative and clerical aspects of recreation programs, activities and events, as assigned;

Attends recreation department staff meetings;

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

May prepare correspondence, documents, records and other written material in draft form;

Performs a variety of related activities as required.

ACCOUNT CLERK (RECREATION) (cont'd)

*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; familiarity with recreation department goals, programs and services; 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 establish and maintain effective working relationships with a variety of people; ability to communicate effectively, both orally and in writing; 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 experience in the maintenance of financial accounts and records; or
- b) Three (3) 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 NOTES:

1. Post-secondary level coursework in accounting, business mathematics or a closely related field 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.
2. Teaching experience may be substituted for experience in the direction of recreation activity on a year for year basis.

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.