

ACCOUNT CLERK/TYPIST 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. Application of standardized typing and/or word processing is also required. 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 prepares, or assists in the preparation of, financial reports;

Issues receipts for monies received;

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

Compiles payroll data, prepares and checks payrolls;

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

Answers telephone inquiries as needed;

Types, sorts and files correspondence, forms, form letters, payrolls, bills, vouchers, records, catalog cards, reports, index cards, memoranda and other material;

Prepares statistical and tabular reports;

May train new account clerical staff;

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 KNOWLEDGE, 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 give and understand oral and written instructions; 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

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speed; ability to organize and maintain accurate records and files; ability to write legibly; ability to instruct and supervise the work of others; ability to type and/or use word processing equipment at an acceptable rate of speed; clerical aptitude; mental alertness; a high degree of accuracy; integrity.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from high school or possession of a comparable diploma including or supplemented by courses in typing and/or word processing and bookkeeping and two (2) years of full-time experience in the maintenance of financial accounts and records; or
- (b) Four (4) years of clerical/typing and/or word processing experience, at least two (2) years of which must have involved maintaining or checking financial accounts or records; or
- (c) An equivalent combination of training and experience as indicated in (a) or (b) above.