

ASSOCIATE ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions in a finance department. This is the highest level account clerk. Associate differs from Principal in level of difficulty and complexity of assignments and of independent judgment and action required. Work is performed under general supervision in accordance with policies and procedures, with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervisory responsibilities may be assigned. Supervision of subordinate employees may be required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and reviews the maintenance and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
Revises, systematizes and installs account keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
Conducts correspondence in connection with financial matters;
May supervise the preparation of purchase orders and the securing of bids from vendors;
Operates calculator, computer terminal and other related office machines;
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.

ASSOCIATE ACCOUNT CLERK (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern methods used in keeping and checking financial records and accounts; comprehensive knowledge of office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to analyze and organize complex data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to perform close, detail work involving considerable visual effort and concentration; integrity and good judgment in solving complex account-keeping problems.

MINIMUM QUALIFICATIONS: Either

- a) Associates Degree in accounting, business or closely related field and four (4) years of experience maintaining financial accounts and records; or
- b) Graduation from high school or possession of a comparable diploma and six (6) years of experience maintaining financial accounts and records; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Education beyond an Associates Degree in Accounting, Business or closely related field may be substituted for experience 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.