

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing specialized clerical tasks, of moderately difficult nature in the keeping of financial records. The work is carried out in accordance with established procedures and involves performing moderately complex tasks in maintaining financial records, in reviewing vouchers and other accounting forms for proper classification and in preparing related reports and forms. Work is performed under the general supervision of a higher ranking supervisor or administrator and direct supervision may be exercised over a small number of lower ranking assigned employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains accounts and/or records in connection with the fiscal affairs of jurisdiction; Classifies a variety of receipt and disbursements; and distributes items according to prescribed codes;
Keeps daily time records of jurisdiction employees and prepares payrolls;
Prepares and processes vouchers for payment; prepares requisitions for purchasing; reviews and checks records and reports for accuracy;
Compiles data for financial and statistical reports and prepares financial reports, statements and records;
Maintains a variety of office records and files by posting, and filing, such as office accounts, personnel records, maps and reports;
May occasionally type such material as correspondence, memoranda, reports, purchase orders, lists, tabulations, payrolls and stencils;
May supervise a small number of clerical employees assigned to assist.

FULL PERFORMANCE KNOWLEDGE. SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods used in keeping financial records;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Ability to compile and prepare reports;
Ability to oversee the work of other employees;
Ability to type at a satisfactory rate of speed;
Ability to understand and carry out oral and written directions;
Ability to get along well with others;
A high degree of accuracy;
Initiative and resourcefulness;
Industry and dependability;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

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MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Accounting or Business and one (1) year experience in the maintaining of financial records; or:
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in the compilation and maintenance of financial records; or:
- C) Seven (7) years experience in the compilation and maintenance of financial records; or:
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Verifiable part-time and/or volunteer experience will be prorated toward meeting full time experience requirements.