



SENIOR ACCOUNT CLERK TYPIST

Jurisdiction Class:	Competitive
Civil Division:	County/All
Adopted by YCCSC:	3/24/71
Revised by YCCSC:	6/6/91
Revised by YCCSC:	7/2/97
Revised by PO:	6/12/2013
Revised by PO:	10/16/2019

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing and/or supervising clerical duties in the maintenance and review of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent may be responsible for entering and retrieving information from a computer database/spreadsheet using software. Incumbents will exercise independent judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of one or more clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances, renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;

Track audits and monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial or statistical summary reports;

Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposit into book accounts, reconciles accounts, and prepares reports from information;

Contacts clients, vendors or other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts and other financial matters;

Receives payments in person or by mail;

Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;

Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;

Operates calculator, peripheral computer equipment and other office equipment;

May assist in preparation of figures and reports for use in budget preparation.

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial accounts and records including financial software;

Good knowledge of office terminology, procedures, equipment and business English;

Ability to make difficult arithmetic computations involving fractions, decimals and percentages accurately;

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 speed;

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 complicated oral instructions and/or written directions;

Ability to develop effective working relationships and deal diplomatically with the public;

Ability to perform close, detail work involving considerable visual effort and concentration;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration, or a related field; OR
- b) Graduation from high school or possession of an equivalency diploma and completion of a Business Diploma or Business Certificate programs that include coursework in accounting and two (2) years of clerical experience involving responsibility for maintaining and checking financial accounts and records; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND three (3) years of clerical experience involving responsibility for maintaining and checking financial accounts and records.