

ACCOUNT CLERK/TYPIST

Competitive (Adopted: March 22, 1971)
Non-Competitive for part-time (Revised: March 3, 2010)
in County and Village of Dannemora only

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine clerical work involving a substantial amount of typing practices in maintaining and reviewing of financial accounts and records. Work is performed under general supervision on standard assignments and in accordance with well defined procedures. Supervision is available for consultation on unusual problems and for instructions on all new or difficult assignments. Excepting the ability to type, this class is equivalent to that of Account Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts in hard copy or electronically from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media and verifies all data entered;

Reviews a variety of documents such as claim forms, vouchers, bills, and purchase orders to determine eligibility for payment, or to verify accuracy of payment made, according to defined procedures and policies;

Receives remittance by mail or in person, verifies amount, computes interest and penalties, and posts to books of original entry;

Assists in maintaining labor, material, and operational cost records;

Assists in verifying and reconciling account balances according to a prescribed procedure;

Assists in the review of routine account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards, and similar materials;

May transcribe from Dictaphone or longhand copy;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Types and maintains various types of records;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Produces data needed for state and federal reimbursement claims;

Understand and completes financial and billing processes necessary to assist with reimbursement;

Issues receipts for monies received;

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

Compiles payroll data, and prepares and checks payrolls;

Receives, balances, and audits payroll time records;

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

Participates in teams addressing work improvement projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to communicate effectively both verbally and in writing; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports; ability to write legibly; ability to get along well with others; tact and courtesy; clerical aptitude; mental alertness; neatness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma which shall have included at least two courses (high school or beyond) in accounting, math, and/or finances and a course (high school or beyond) in computer, typing, or data entry.*

*A qualifying typing examination will be required at an acceptable rate of 35 words per minute.

NOTE: One (1) year of experience in maintaining financial accounts and accounting records may be substituted for courses in accounting, math, and/or finances as long as it is supplemented by a course or experience in computer, typing, or data entry.