

Jurisdictional Class: Competitive
Adopted: December 22, 1999
Revised: June 25, 2010

PRINCIPAL ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account keeping and typing work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures with leeway for exercise of independent judgment in carrying out details of the work. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment where recommendations are initiated. Supervision is exercised over the work of clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
Oversees and assists in the classification of a complex variety of costs according to prescribed codes;
Directs the audit of varied accounts, claims, and records and the preparation of reports thereon;
Has charge of the compilation, preparation, and analysis of a variety for complex financial and statistical records and reports;
Maintains complex activity control records, scheduled work loads and flow, and coordinates the work with that of other units;
Assists in the preparation of annual operating budgets and insures maintenance of necessary financial controls;
Revises, systematizes, and installs account-keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
May supervise the preparation of purchase orders and the securing of bids from vendors;
May plan, assign, and review clerical work and instruct clerical staff in the details of specialized clerical work in the absence of supervisor;
Conducts correspondence in connection with financial matters;
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office machines and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports;
Thorough knowledge of business English;
Knowledge of modern office machines and ability to apply it to recurring work problems;
Ability to plan, assign, and supervise the work of account-keeping and clerical assistants;
Ability to understand and carry out complex oral and written directions;
Ability to make arithmetic computations rapidly and accurately;
Ability to prepare correspondence and reports;
Ability to secure the cooperation of others;
Ability to deal effectively with the public;
Ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases accurately at an acceptable rate of speed;
Ability to readily acquire familiarity with departmental organization, functions, laws, polices, and regulations;
Sound judgment in solving complex account keeping problems;
A high degree of accuracy.

Principal Account Clerk/Typist

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible experience in maintaining financial accounts and records including typing.

NOTE: Training beyond high school in accounting may be substituted for experience on a year-for-year basis.