

Jurisdictional Class: Competitive
Adopted: October 17, 1986
Revised: July 30, 2010

SENIOR ACCOUNT CLERK/TYPIST (TREASURER'S OFFICE)

DISTINGUISHING FEATURES OF THE CLASS: This is complex clerical and typing work involving responsibility for independently performing and/or supervising varied account keeping and related tasks. The work requires a detailed understanding and ability to interpret specific laws, i.e. New York State Uniform System of Accounts, office rules, procedures, and policies. Must have ability to solve unusual problems or situations with limited supervision and the ability to understand and perform the preliminary functions of fund accounting. Immediate supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Handles large amounts of cash while dealing with the public;
Oversees and classifies a variety of receipts and expenditures and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized account-keeping activities;
Has charge of posting to journal or ledger from a variety of original entry media;
Reviews and checks account-keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
Supervises the verifying and reconciling of individual account balances;
Types correspondence on matters where policies and procedures are well defined;
Issues receipts for monies received;
Compiles payroll data, prepares and checks payrolls;
Performs payroll duties in a backup capacity;
Compiles and prepares labor, material, and operational cost records and reports;
Supervises the processing, sorting, indexing, recording, and filing of a variety of control records and reports;
Is responsible for the preparation of reports from journal or ledger;
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;
Operates typewriter, word processor and/or computer as well as computing, calculating, check writing, and other office machines;
Assists in the preparation of unit or departmental budget and in maintaining budget control;
Conducts correspondence with public, corporations, banks, municipalities, etc. in connection with tax, bail, and/or other financial matters;
Maintains records for fund accounting and reconciles accounts often in millions of dollars;
Reconciles ledgers of revenue received with various accounts and bank statements involving millions of dollars;
Weekly processing of accounts payable checks and special check processing.

Senior Account Clerk/Typist (Treasurer's Office)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business English;

Ability to understand and carry out oral and written directions;

Ability to type accurately at a satisfactory rate of speed;

Ability to plan and supervise work of others;

Ability to make arithmetic computations rapidly and accurately;

Ability to write legibly;

Ability to get along well with others;

Clerical aptitude;

High degree of accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in maintaining financial accounts and records which shall have included typing.*

*A qualifying typing examination will be required at an acceptable rate of speed.

NOTE: Training beyond high school in accounting may be credited for the above required experience on a year-for-year basis. Typing experience may include a course (high school or beyond) in computer, typing, or data entry.