

Jurisdictional Class: Competitive
Adopted: October 17, 1986
Revised: June 25, 2010

PRINCIPAL ACCOUNT CLERK (TREASURER'S OFFICE)

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. The work involves responsibility for assisting the Finance Manager and Assistant Finance Manager in various administrative and fiscal duties. The incumbent is responsible for the enhancements, upgrades, examination, review, and/or analysis of the general ledger computerized system and in assisting other county departments in its use. The incumbent performs accounting/administrative functions pertaining to account balances, fiscal reports, bank reconciliations, disbursements, and procedure evaluations. Work is performed under general supervision and in accordance with generally accepted accounting policies and procedures with considerable latitude given for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate employees engaged in account keeping and financial activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors accounts in the general ledger computerized system both for the Treasurer's Office and other county departments to verify that accounts do not go into a deficit, and checks accounts to determine when money should be transferred between accounts or funds including capital project accounts;

Assists other departments with a wide variety of questions on their accounts and advises department personnel where to find required information;

Continuously assists various departments in accessing information in the general ledger computerized system and in processing reports;

Explains to various department personnel how to correct information entered in the wrong account and/or if the department revenue should be credited to a different account;

Assists in training county departments in how to use the computerized accounting system;

Works closely with the computer support staff to help solve problems both for Treasurer's Office and other county departments;

Verifies on bank internet site all bank wires, and processes wires into the accounting system;

Reconciles general ledger to bank deposits and cash receipt book;

Conducts important correspondence in connection with financial matters with other county departments, financial advisors, banks, municipalities, etc.;

Is backup for processing receipts into the computerized general ledger system and for disbursement checks needed in the county (general fund checks, med checks, DSS checks, etc.);

Is responsible for daily bail disbursement checks for the Sheriff's Department;

Processes invoices for the Treasurer's Office;

Supervises the collection of the other department bank accounts, reviews bank reconciliation for accuracy and completion, and balances Treasurer's Office bank statements, purchase orders, and invoices;

Assists with the review of various reserves to ensure compliance, including worker's compensation;

Assists in the preparation of the annual report, annual budget, information for auditors, preparing resolutions for legislative meetings, inputting journals, preparing and notarizing certificate of residence applications, year end/year opening of the computerized system;

Assists in improving account-keeping methods and procedures both in the Treasurer's Office and other county departments;

Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;

Maintains accounting records according to records retention schedule.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports;
Thorough knowledge of office terminology, procedures, and equipment;
Thorough knowledge of business English;
Ability to identify and apply electronic data processing capabilities to specific accounting needs;
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 readily acquire familiarity with departmental organization, functions, laws, policies, and regulations;
Proficient in using computer applications used for accounting and financial management;
Good judgment in solving complex account keeping problems;
A high degree of accuracy.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience in administration, accounting, supervisory or program management experience; one (1) year of which must have been in using, analyzing, implementing, and/or evaluating computer based accounting and financial management systems; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Accounting or closely related field and four (4) years of experience as defined in (a) above; one (1) year of which must have been in using, analyzing, implementing, and/or evaluating computer based accounting and financial management systems; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.