

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County

Adopted: March 1, 1979

Revised: May 25, 2023

SENIOR ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is complex clerical work involving responsibility for a substantial amount of typing practices in independently performing and/or supervising varied account keeping, reviewing, and related tasks. The work may require a general understanding of specific law, office rules, procedures, and policies. The incumbent generally follows a prescribed routine and in most cases receives only infrequent general instructions. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account keeping process. 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)

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;

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 standard office machines such as photocopiers, typewriters, fax machines, and computers;

Assists in the preparation of unit or departmental budget and in maintaining budget control.

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 plan and supervise work of others;

Ability to type accurately at an acceptable rate of speed;

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.

Senior Account Clerk/Typist

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 accounting records and proof of typing ability*.

*Proof of typing ability: Work experience must include typing, or
A course in typing, computer, or data entry (high school, trade school or college), or
Acceptable typing waiver showing ability to type a minimum of 35 wpm

NOTE: Courses beyond high school in accounting may be credited for the above required experience, but you must still possess proof of typing ability as indicated above.