

## **ACCOUNT CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position responsible for the performance of routine account keeping and clerical duties. The work involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. The work is performed in accordance with prescribed procedures and general supervision is received from higher-level account keeping personnel. This position is the same as that of Account Clerk except that it requires a skilled typist. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Posts to journal or ledger accounts from expense invoices, appropriations, payroll receipts, etc.;

Checks invoices against requisitions;

Prepares simple financial or statistical reports (e.g., status of accounts, current balances, cash received or paid, etc.);

Processes materials in the preparation of warrants;

Prepares and may make bank deposits;

Sorts, indexes and files a variety of records and reports;

Verifies and reconciles account balances according to prescribed procedures;

Prepares summary statements of ledger balances;

Assists in auditing and processing vouchers which may involve arithmetical computations to determine prices, costs and/or charges;

Assists in making trial balances;

Receives payments by mail or in person, verifies amounts, computes interest and penalties, and issues receipts;

Provides routine information orally or in writing in response to inquiries on financial records;

Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English; working knowledge of bookkeeping and record-keeping practices; working knowledge of office terminology, procedures and equipment; ability to analyze and organize data and prepare routine financial reports; ability to make arithmetic computations accurately; ability to understand and carry out oral and written instructions; ability to perform clerical functions; ability to use computer software appropriate to account-keeping, especially as it pertains to municipal fiscal records\*; ability to type accurately and at a rate of speed satisfactory to the appointing authority\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one (1) year of experience which included account keeping and/or bookkeeping\*\* as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

**NOTES:** An Associate's degree or equivalent college credits (minimum of sixty (60) credits) or higher which included or was supplemented by twelve (12) credits in Accounting or comparable curriculum shall be deemed fully qualifying.

\*To be demonstrated during the probationary period.

\*\*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc.; preparation of trial balances, tax report preparation.

Experience as a payroll clerk, bank teller or similar work involving financial transactions will be qualifying for entry level account clerk but not higher level account clerk positions. Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.

R.C.D.P. (03.01.2016) 09.05.2024

Competitive

(Part-Time is Non-competitive in any civil division where the positions are established)