

CHIEF ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a fourth-level account-keeping and auditing position which involves a responsibility for monitoring and supervising complex financial procedures and for processing financial materials. General direction is received from an administrator or accountant and supervision is exercised over account clerk personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and supervises account clerk staff, ensuring accuracy and compliance with established policies and procedures;
Provides guidance and support to staff in resolving complex financial issues and provides assistance in the resolution of problems;
Oversees and participates in the review of financial statements, reports and budgets;
May reconcile accounts and ensure accurate and timely closing of monthly and annual financial periods;
Oversees or participates in the posting to journal or ledger accounts from expense invoices, appropriations, payroll receipts, etc.;
Oversees and audits cash and check deposits, ensuring proper procedures for returned checks, accurate recordkeeping and verification processes;
Evaluates weekly cash flow requirements and makes recommendations for the investment of cash;
Documents warrants, adjusts inaccurate checkbook entries, calculates cash needs by fund and prepares weekly cash requirement reports;
Transfers cash between accounts, as necessary;
Reviews and verifies the recording of all deposits in order to ensure correct balances and revises cash summary schedule as needed;
Reads and interprets court orders for bail, completes necessary related forms and documents and makes appropriate cash disbursements;
Records tax payments from Town receivers;
Prepares summaries of a variety of cash balances;
Performs special assignments and completes special projects, as directed by an administrator or accountant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business arithmetic and English; thorough knowledge of bookkeeping and record-keeping practices; good knowledge of accounting principles, practices, procedures and techniques; good knowledge of office terminology, procedures and equipment; ability to supervise the work of others; ability to complete complex special fiscal projects; ability to analyze and organize data, maintain financial records and prepare clear and accurate reports; ability to make arithmetic computations accurately; ability to understand and interpret written material; ability to understand and carry out moderately complex oral and written instructions; ability to use computer software appropriate to account-keeping, especially as it pertains to municipal fiscal records*.

(over)

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and six (6) years of experience which included account keeping and/or bookkeeping** experience 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); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) which included or was supplemented by twelve (12) credits in Accounting, or comparable curriculum and four (4) years of experience which included account keeping and/or bookkeeping** experience 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); or
3. A Bachelor's degree or higher which included or was supplemented by twelve (12) credits in Accounting or comparable curriculum and two (2) years of experience which included account-keeping and/or bookkeeping** experience 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).

PROMOTION: One (1) year of permanent status as a Principal Account Clerk or Principal Account Clerk-Typist.

*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.

Experiences 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.