

SENIOR ACCOUNT CLERK (FRENCH/CREOLE-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is a second-level account keeping position responsible for maintaining financial records, preparing financial reports and reconciling accounts. The work requires the integration of a variety of financial data containing a number of variables into a coherent whole. This title is distinguished from that of a Senior Account Clerk in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Note. General supervision is received from an administrator or higher level account keeping personnel and work guidance (e.g., lead work) may be provided to a small number of account keeping or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes, classifies and charges receipts and expenditures to appropriate accounts;
Oversees or participates in the posting to journal or ledger accounts from expense invoices, appropriations, payroll receipts, etc.;

Tracks, audits and monitors a variety of accounts, verifies adjustments are made to correct allocations and issues reports as required;

Posts to ledger accounts from expenditure, appropriation and receipt records;

Proves ledgers and assists in making trial balances;

Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payments, issuing checks or preparing bills;

Receives and deposits funds in various accounts and issues receipts;

Prepares and may make bank deposits;

Contacts clients, vendors or other agencies to obtain additional information or reconcile discrepancies in accounts;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversees the process;

Prepares complex financial or statistical reports;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Assists in the preparation of payroll;

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

May assign and review work and instruct new employees in specialized account-keeping activities;

May assist with audit/fiscal monitoring of program funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of bookkeeping and record-keeping practices; good knowledge of office terminology, procedures and equipment; ability to read, speak and understand colloquial French/Creole; ability to analyze and organize data and prepare financial reports; ability to make arithmetic computations accurately; ability to understand and carry out moderately difficult oral and written instructions; ability to provide work guidance to others; ability to perform clerical functions; 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 two (2) years 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);
or
2. 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.

NOTE: Incumbents are expected to possess a level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.

*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.