

SENIOR ACCOUNT CLERK-TYPIST

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. General supervision is received from 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. This position is the same as that of Senior Account Clerk except that it requires a skilled typist. 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 payment, 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 of practices; good knowledge of office terminology, procedures and equipment; 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*; ability to type accurately and at a rate of speed satisfactory to the appointing authority*.

(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.

PROMOTION: One (1) year of permanent status as an Account Clerk or 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.

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.

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Competitive

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