

PRINCIPAL ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account-keeping work involving responsibility for performing complex account-keeping activities requiring either the full-time or substantial part-time operation of a typewriter. Work is performed under general supervision and in accordance with outlined policies and procedures but requiring the frequent exercise of independent judgment. This class differs from other classes in the series by virtue of the greater complexity and importance of the work performed and the limited supervision received. Supervision may be exercised over lower level clerical or account keeping staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Maintains and checks a wide variety of financial records and reports and may instruct others in the specialized details of the work; Classifies a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes; Audits varied accounts, claims and records and the preparation of reports therefrom; Compiles, prepares and analyzes a variety of complex financial and statistical records and reports; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls; Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations; Revises, systematizes and installs account-keeping methods and procedures; Reconciles ledgers of revenue received with bank statements; May supervise the preparation of purchase orders; Conducts correspondence in connection with financial matters; May use PC and/or mainframe computer to enter and retrieve information.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports; Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of business English, Ability to plan, assign and supervise the work of account-keeping and clerical staff; Ability to understand and carry out complex oral and written directions; Ability to type from clear copy or rough draft at an acceptable rate of speed; Ability to make arithmetic computations rapidly and accurately; Ability to prepare correspondence and reports; Ability to secure the cooperation of others; Ability to deal effectively with the public; Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; Good judgment in solving complex account-keeping problems; A high degree of accuracy; Initiative and resourcefulness; Tact and courtesy; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of a New York State equivalency diploma and (2) four years of full-time paid experience which includes the compilation of financial accounts and records.

NOTE: Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for-year basis provided such training includes an equivalent of three semester credit hours in Accounting per year of training.

NOTE: The above educational training must include or be supplemented by a course in typing or the work experience must indicate the ability to type.

NOTE: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement.

Revised 8/25/89; 6/13/96; 6/22/98

Reviewed 10/31/02; 12/4/09