

## ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of standardized account keeping and clerical tasks or assisting in the performance of more difficult and complex account keeping and clerical tasks requiring either the full-time or substantial part-time operation of a typewriter. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures with some leeway for the use of independent judgment in carrying out the details of the work. Detailed instructions are provided for new or unusual assignments. This class differs from other classes in the Account Clerk series by virtue of the limited complexity of the work performed, degree of supervision received and the responsibility for the operation of a typewriter. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry materials; Assists in maintaining labor, material and operational cost records; Computes payroll deductions, prepares payroll abstracts and maintains records of leave time used; Types correspondence, reports, minutes of meetings, records, bills, purchase orders and other material; Types and maintains various types of records; Compiles data for and assists in the preparation of simple financial and statistical reports; Assists in verifying and reconciling account balances according to a prescribed procedure; Posts bills to computerized customer accounts; Collects payment for and maintains records on taxes, water bills, and employee health insurance, cashes up funds collected and makes bank deposits; Sorts, indexes and files requisitions, correspondence, vouchers, reports and other material; Issues permits according to set procedures; Issues receipts for monies received; Assists in the preparation of a variety of State and Federal reimbursement claims; Answers telephone and provides routine information; Operates computing, calculating, bookkeeping and other office machines.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and checking financial accounts and records; Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to make arithmetic computations rapidly and accurately; Ability to type at an acceptable rate of speed; Ability to follow oral and written instructions; Ability to get along well with others; High degree of accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from high school or possession of a New York State equivalency diploma, including, or supplemented by, the successful completion of a typing course, and (2) one year of full-time paid experience maintaining financial accounts and records; Or
- B. Two years of experience as described in (A) above; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.

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