

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and/or participating in the performance of a variety of moderately complex account-keeping tasks. The work may require a general understanding of specific laws, office rules, procedures and policies. Incumbents work under general supervision following a prescribed routine. Supervision may be exercised over other clerical employees. This class differs from other classes in the series by virtue of the complexity of the work and/or the degree of supervision exercised and received. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and/or participates in the posting to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry materials; Supervises and/or participates in the collection of payment for and maintenance of records on taxes, employee health insurance, licenses, permits, and other fees collected; Accounts for monies collected and makes bank deposits; Supervises and/or participates in the posting of bills to computerized customer accounts; Maintains labor, material and operational cash records; Computes payroll deductions, prepares payroll abstracts and maintains records of leave time used; Compiles data for and prepares financial and statistical reports; Verifies and reconciles account balances according to a prescribed procedure; Sorts, indexes and files requisitions, correspondence, vouchers, reports and other material; Issues permits according to set procedures; Prepares and submits a variety of State and Federal reimbursement claims; Answers telephone, makes appointments, and provides routine information; Operates computing, calculating, bookkeeping and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of maintaining and checking financial accounts and records; Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Ability to make arithmetic computations rapidly and accurately; Ability to follow oral and written instructions; Ability to get along well with others; Ability to plan and supervise the work of 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 and (2) two years of full-time paid experience in maintaining financial accounts and records; or
- B. Three 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: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement.

Revised 5/9/84

Reviewed 1/29/97; 2/24/99, 12/20/01; 3/31/05; 1/10/08; 6/29/09; 12/4/09