

**SENIOR ACCOUNT CLERK - TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work involving independent performance of financial account and record-keeping tasks. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent works under general supervision. This position differs from Account Clerk in that duties are more complex, the level of responsibility is higher and requires a broader knowledge of program procedures and operations. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a typewriter in performing the duties listed below.

- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies, and makes journal entries;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances, reviews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;
- Tracks, audits and monitors a variety of accounts, verifies adjustments are made to correct allocations and issues reports as required;
- May supervise employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities;
- Prepares funds for deposit into bank accounts;
- Reconciles accounts and prepares periodic reports and corrects discrepancies discovered in previous reports;
- Contacts clients, vendors or other agencies to obtain additional information;
- Interacts with tenants, landlords, clients and other staff members;
- Provides information orally or in writing in response to inquiries on status of accounts;
- May assist in preparation of figures and reports for use in budget preparation;
- May assist the public at counter to handle financial transactions, issue permits and record information;
- May record, file and issue certificates;
- Aides in making transcripts;
- May prepare, review and process claims for State aid;
- Does more complex payroll transactions and prepares all related reports;
- Interacts with other departments and/or other levels of government;
- May fill in for higher level employee during their absence;
- Operates calculator, computer terminal, check writing machine and other related office equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to make difficult arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to organize and maintain accurate records and files;
- Ability to review and organize financial data and prepare records and reports;
- Ability to understand and interpret complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ethical
- Ability to operate a personal computer;
- Physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Either,

- (a) Graduation from a New York State registered or regionally accredited college or university with an Associate Degree in accounting, business or closely related fields; OR
- (b) Completion of sixty (60) credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; OR
- (c) Graduation from high school or possession of a high school equivalency diploma (GED) and two (2) years of experience maintaining financial accounts and records; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.