

SENIOR ACCOUNT CLERK TYPIST

Distinguished Features of the Class: This is a 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 and may supervise and train a small number of lower level clerical workers. 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. This class is similar to Senior Account Clerk but differs in that incumbents spend a substantial amount of time operating an alphanumeric keyboard such as a typewriter, work processor or personal computer. The incumbent does related work as required.

Typical Work Activities:

- 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, renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Tracks audits and monitors a variety of accounts, verifies adjustments made to correct allocations and issues reports as required;
- Operates word processor, personal computer or terminal and typewriter in preparing and generating account records;
- May supervise employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities;
- Prepares funds for deposit into book accounts;
- Reconciles accounts and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information;
- Provides information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
- May assist in preparation of figures and reports for use in budget preparation;
- May prepare, review and process claims for State aid;
- Does more complex payroll transactions and prepares all related reports;
- Operates calculator, check writing machine and other related office equipment.

Sr. Account Clerk Typist cont.

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 supervise the work of account keeping and clerical assistants;
- Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to analyze and organize data and prepare records and reports;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
- 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;
- Ability to operate a personal computer;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

- (A) Graduation from a New York state registered or regionally accredited two-year college with an Associate's degree in accounting, business or a closely related field; **OR**
- (B) Completion of 60 credit hours at a New York State regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; **OR**
- (C) Graduation from high school or possession of a GED and two years of experience maintaining financial accounts and records; **OR**
- (D) An equivalent combination of training and experience as indicated by the limits of (A), (B), and (C) above.

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