

ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This class is similar to Account Clerk, but differs in that an Account Clerk-Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders, to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
- Reconciles all entries, both debits and credits;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Produces data needed for State and federal reimbursement claims;
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;
- Receives cash payments, issues receipts;
- Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
- Makes bank deposits as necessary;
- Contacts clients, vendors, etc., to obtain additional information as necessary;
- Provides routine information orally or in writing in response to inquiries on financial records;
- Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Receives, balances and audits simple payroll time records;
- Processes data either for computer or other records;
- Makes computations as necessary;
- Operates calculator, computer terminal, printer and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts; working knowledge of office terminology, procedures, equipment and business English; ability to make arithmetic computations involving fractions, decimals and percentages accurately; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to write legibly; ability to organize and maintain accurate records and files; ability to understand and interpret oral instructions and written directions; ability to operate a calculator, computer terminal, personal computer and printer and related office equipment; ability to perform close, detail work involving considerable visual effort and strain; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts or records, which involved typing;

or (B) Graduation from high school or possession of a high school equivalency diploma and completion of a course in accounting or bookkeeping and typing.

Competitive Class (full-time)

Non-Competitive Class (part-time)

Revised 04/17/96 Personnel Officer