

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account keeping work involving responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general direction and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
- Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
- Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
- Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
- Revises, systematizes and installs account-keeping methods and procedures;
- Reconciles ledgers of revenue received with bank statements;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Conducts correspondence in connection with financial matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; good judgment in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of a high school equivalency diploma AND five years of progressively responsible experience in maintaining financial accounts and records; or any equivalent combination of training and experience.

Competitive Class

Adopted 07/30/85 CSC Action