

SENIOR ACCOUNT CLERK

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 and may assign and review work 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. 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 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 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;
- Compiles data for and prepares and analyzes complex financial and statistical records and reports;
- 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 aide;
- Does more complex payroll transactions and prepares all related reports;
- 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 supervise the work of a small number of account keeping and/or clerical assistants; ability to make more difficult arithmetic computations involving fractions, decimals and percentages accurately; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated oral instructions and/or written directions; ability to work effectively with staff in other public agencies, private vendors and the general public in relaying and obtaining financial information; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a personal computer, check writing machine, calculator and related office equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either -** (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree in accounting, business administration, or related field;
- or** (B) Graduation from high school or possession of a high school equivalency diploma and two years of experience in maintaining financial accounts and records;
- or** (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).