

SENIOR ACCOUNT CLERK-STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs difficult tasks involved in keeping financial records either manually or through use of an automated financial recordkeeping system and does stenographic work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the duties of this position involve responsibility for keeping difficult and varied financial records usually limited to one phase of bookkeeping. Records may be kept manually or through use of an automated financial recordkeeping system. This position differs from Bookkeeper-Stenographer in that knowledge of bookkeeping theory or of double entry bookkeeping is not required. Work is performed with relative technical independence and is reviewed through verification of financial records and statements. Some stenographic work is involved. Supervision may be exercised over other employees.

EXAMPLES OF WORK: (Illustrative Only)

Posts to ledger accounts from expense and appropriation records;

Maintains departmental accounts; Updates financial records, as required;

Makes periodic reports to superior concerning financial conditions;

Performs or assists in reconciliation of bank and bond accounts;

Makes trial balances;

Assists in the preparation of Federal and State tax reports;

Issues receipts for deposits and issues refunds;

Classifies receipts and expenditures according to standard classification;

Writes vouchers and prepares checks;

Prepares deposit slips and makes deposits;

Performs or assists in the coding of accounts;

May supervise the work of clerical assistants assigned to the particular office;

Prepares and verifies payrolls;

Prepares and composes letters and memorandums;

Types letters and reports;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Takes dictation and transcribes the notes on a typewriter;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern methods of keeping and checking financial accounts and records; ability to understand and carry out written and oral directions; ability to get along well with others; ability to make arithmetic computations rapidly and accurately; ability to operate automated financial record keeping systems, as required; skill in the operation of adding and computing machines; ability to take dictation at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; resourcefulness; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three years of experience in financial record keeping work and stenographic work.

SUBSTITUTION: College credits earned toward a degree in accounting, finance, business administration or related field may be substituted at the rate of 30 credits per year of experience, up to a maximum of two years of experience. There is no substitution for one year of the required experience in financial record keeping work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts
Cities of Rye & Peekskill
School Districts
J. C.: Competitive

Job Class Code: 0711 (Municipalities)
S711 (School Districts)