

SENIOR ACCOUNT CLERK

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. Incumbent performs difficult tasks involved in keeping financial records either manually or through use of an automated financial recordkeeping system. This position differs from Bookkeeper 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. Supervision may be exercised over other employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes up and checks department payrolls;

Posts to ledger accounts from expense and appropriation records;

Maintains departmental accounts and updates financial records, as required;

Makes periodic reports to superior concerning financial conditions;

Performs or assists in reconciliation of bank and bond accounts;

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 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;

Uses 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 make arithmetic computations rapidly and accurately; ability to operate automated financial record keeping systems, as required; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to get along well with others; skill in the operation of adding machines and calculators; 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 (3) years of experience where the primary function of the position was financial record keeping work.

SUBSTITUTION: Satisfactory completion of 30 college credits* earned toward a degree in Accounting, Finance, Business Administration or related field may be substituted for one (1) year of work experience, up to a maximum of two (2) years of experience. There is no substitution for the additional one year of required experience in financial record keeping work.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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
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Job Class Code: S710-01 (School Districts)
0710-01 (Municipalities)