

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving independent performance and supervision of financial account and record keeping. 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 supervise and train lower level clerical workers. This position differs from Account Clerk in that duties are more complex; level of responsibility is higher and supervisory responsibilities may be included. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Reviews status of accounts as adjustments are made and takes appropriate action such as processing claims or vouchers for payment, issuing checks or preparing bills;
- Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations;
- Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities;
- Prepares more complex financial or statistical summary reports;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal or State reimbursement;
- Prepares funds for deposit into bank 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;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- May assist in preparation of figures and reports for use in budget preparation;
- Does more complex payroll transactions or may do payroll for entire department and prepares related reports;
- Operates calculator, computer terminal, and other related office equipment.

FULL PERFORMANCE KNOWLEDGES, 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 plan, assign and supervise the work of account keeping and 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 record reports and spread sheets;
Ability to understand and interpret complicated oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to use various financial record keeping software programs;
Integrity and good judgement.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher in accounting, business, or a closely related field; OR
- (B) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and two years of experience maintaining financial accounts and records; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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COMPETITIVE