

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;

Reconciles all entries, both debits and credits;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Produces data needed for State and Federal reimbursement claims;

Receives cash payments, issues receipts;

Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;

May make bank deposits;

Contacts clients, vendors, etc. to obtain additional information;

Provides routine information orally or in writing in response to inquires on financial records;

Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Receives, balances and audits simple payroll time records;

Processes data either for computer or other records;

Makes computations as necessary;

Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;

Working knowledge of office terminology, procedures, equipment and business English;

Ability to make arithmetic computations involving fractions, decimals and percentage accurately;

Ability to write legibly;

Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or
written directions;
Ability to perform close, detail work involving considerable visual
effort and strain;
Ability to develop effective working relationships and deal
diplomatically with the public;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of clerical experience maintaining financial accounts and records.

Note: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.