

## **ACCOUNT CLERK**

<b>LOCATION:</b>	School Districts & Municipalities
<b>CLASSIFICATION:</b>	Competitive (F/T); Non-Competitive (P/T)
<b>SALARY:</b>	CSEA – Salary grade III (County); Varies by location (School Districts & Municipalities)
<b>ADOPTED:</b>	4/1/72; Revised 4/99, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work is primarily of routine, clerical nature and involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. Account clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation and unusual problems and give detailed instructions on all new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the account keeping process. This class differs from Account Clerk Typist who spends a substantial amount of time typing in the completion of duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- Prepares summary of ledger balances;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
- Issues receipts for monies received;
- Compiles payroll data, prepares and checks payrolls;
- Assist in maintaining labor, material and operational costs records;
- Verifies and reconciles account balances according to a prescribed procedure;
- Sorts, indexes and files requisitions, vouchers, ledger cards and other materials;
- Compiles data for and prepares simple financial and statistical reports;
- Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
- Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Performs various clerical duties, including answering phones and assisting the public.
- Operates computing, calculating, check writing and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of business arithmetic and English; working knowledge of the modern methods used in keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; ability to make simple arithmetical calculations; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; physical condition commensurate with demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from high school or possession of a high school equivalency diploma, including successful completion of a course in maintaining financial accounts and records; **OR**
- (b) Two years of full-time paid clerical experience or its part-time equivalent, which must have involved at least six months experience in the compilation and maintenance of financial accounts and records; **OR**
- (c) An equivalent combination of training and experience as indicated in (a) and (b) above.