

ACCOUNT CLERK-TYPIST

JOB CODE: 6900
LOCATION: Tioga County Departments, School Districts & Municipalities
CLASSIFICATION: Competitive (F/T); Non-Competitive (P/T) in County Service only
SALARY: CSEA - Salary grade IV (Tioga County); Varies by location (School Districts & Municipalities)
ADOPTED: 7/90; Revised 5/97, 3/00, 6/01, 1/04, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties, operating a personal computer, mainframe computer and/or typewriter, utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking accounting or administrative employee. Excepting the ability to maintain financial records, this class is equivalent to that of Typist. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a personal computer mainframe and/or typewriter in performing duties described below:

- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to book of original entry;
- Assists in maintaining labor, material and operational cost records;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Types various correspondence and forms, including transcripts, invoices, vouchers, payrolls, title searches and similar material;
- Classifies receipts and expenditures and distributes costs according to a prescribed code;
- Assist the public in answering general inquiries;
- Maintains various types of records;
- Compiles data for and aids in the preparation of simple financial reports;
- Compiles data for and prepares payrolls;
- Operates various office machines, including calculators and copy machines;
- Answers telephone and gives out routine information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment, including typewriters and personal computers; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to communicate effectively with the public; ability to write legibly; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a course in maintaining financial accounts AND typing or data entry; **OR**
- (b) Two years of full-time paid experience or its part-time equivalent in financial record keeping and typing or data entry; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.