

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 12, 2018

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

1. Plans, assigns and reviews the maintenance and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
2. Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
3. Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
4. Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
5. Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
6. Operates, revises, systematizes and institutes account-keeping methods and procedures;
7. Reconciles ledgers of revenue received with bank statements;
8. May supervise the preparation of purchase orders and the securing of bids from vendors;
9. Conducts correspondence in connection with financial matters;
10. Operates calculator, computer and other related office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures, equipment and business English; ; ability to type and use a computer keyboard at an acceptable rate of speed and accuracy; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to make complex arithmetic computations involving fractions, decimals and percentage rapidly and accurately; ability to analyze and organize complex data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to prepare correspondence and reports; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to readily acquire familiarity with departmental organization, functions, laws policies and regulations; ability to perform close, detail work involving considerable visual effort and concentration; good judgment in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the requirements of the position.

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MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Senior Account Clerk.

OPEN-COMPETITIVE:

Graduation from high school or possession of a high school equivalency diploma **and** five (5) years of full-time paid experience involving the responsibility for maintenance of financial accounts.

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 being equivalent to three months of experience.