

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 9, 2020

ACCOUNT CLERK TYPIST

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, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

1. 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;
2. Verifies all calculations and codes on documents;
3. Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
4. Reconciles all entries, both debits and credits;
5. Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
6. Produces data needed for state and federal reimbursement claims;
7. Receives cash payments, issues receipts; prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
8. Contacts clients, vendors, etc. to obtain additional information;
9. Provides routine information orally or in writing in response to inquiries on financial records;
10. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
11. Receives, balances and audits simple payroll time records;
12. Operates calculator, computer and other related office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods used in keeping and checking financial accounts and records; 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 operate an alpha-numeric keyboard at an acceptable rate of speed and accuracy; ability to develop effective working relationships and deal diplomatically with the public; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Successful completion of twelve (12) credit hours 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; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** one (1) year of paid clerical experience responsible for compiling and maintaining financial accounts and records.

NOTE: Part-time experience will be pro-rated.