

OFFICE ACCOUNT CLERK

Code No. 4-05-076
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level clerical accounting position involving routine calculating, posting, and verifying operations to obtain primary financial data for use in maintaining accounting records for a department or agency. Employees may also assist a more experienced worker in performing the more difficult and responsible phases of accounts maintenance work. The use of a personal computer for word processing and database entry is an integral part of the position. Assignments are performed independently and involve application of well-defined accounting procedures and practices. The employee reports directly to, and works under the general supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Posts to journal or ledger accounts routine details of business transactions such as appropriations, pay and expense vouchers, disbursements, payroll deductions, remittances paid and due, checks and claims;

Compiles data for, prepares, and types simple financial and statistical reports;

Posts adjustments to ledger accounts;

Verifies and reconciles accounting balance according to prescribed procedures (takes trial balances);

Prepares (not analyzes) simple financial statements;

Computes routine interest and penalties for remittances; posts to book or original entry;

Obtains and gives out billing and tax information to the public either by telephone or in person;

Receives remittances by mail or in person, verifies amount, and types or issues receipt for monies tendered;

Issues duplicate bills and computes interest as necessary;

Issues receipts for deposits and refunds;

Sorts, codes, and files requisitions, vouchers, ledger cards and other material;

Distributes revenue and costs according to prescribed code;

Reviews and checks routine accounting records and reports for arithmetical and clerical accuracy;

Operates computing, calculating, electronic work station, data entry and peripheral equipment,

and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of principles, practices, procedures and methods of maintaining financial accounts and records; working knowledge of standard office procedure , and equipment; ability to use a personal computer for word processing and data entry; ability to utilize an automated account keeping system; ability to apply standard procedures to financial records maintenance; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; ability to work with members of the public; ability to operate standard office equipment; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Successful completion of twenty-four (24) semester credit hours, including six (6) semester credit hours in Accounting from a regionally accredited or New York State registered college or university*; OR,
- (B) One (1) year of full-time or its part-time equivalent experience in the maintenance of financial accounts and records; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

*Candidates qualifying under (A) and (C) above must submit at the time of application a student or unofficial college transcript or itemized list of coursework and college credits received.

REVISED: November 29, 1984

REVISED: February 28, 1985

REVISED AND TITLE CHANGED: July 8, 2013

FORMERLY: ACCOUNT CLERK-TYPIST