

PRINCIPAL OFFICE ACCOUNT CLERK

Code No: 3-05-039
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an upper level financial clerical position responsible for the planning, assigning and review of account keeping and financial record keeping activities of an account clerical staff assigned to a unit or department and/or performing higher level account clerk work involving activities such as financial analysis, problem solving, and financial data manipulation with leeway allowed for independent decision making. Duties include developing financial reports requiring the collection and computation of data obtained from numerous accounts and records. The duties are non-routine, are performed in support of an accounting/financial staff, and involve substantial use of an automated account keeping system. The employee reports directly to, and works under the general supervision of an Accountant or other higher-level staff member. General supervision or lead supervision may be exercised over clerical staff. 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.)

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 the work;

Revises and develops improved work procedures, forms and methods and implements those approved by supervisors;

Receives and investigates complaints and either assists with solving or solves problems;

Analyzes financial spreadsheets and databases;

Issues 'stop payments' on checks after analyzing situation and determining the necessity of the action;

Analyzes accounts to determine where funds need to be moved from and to;

Analyzes financial information relative to the movement of fixed assets;

Oversees and/or participates in the classification of a variety of purchase orders, invoices and expenditures;

Determines costs and estimates future allocation by analyzing current expenses and usage rates;

Reviews the checking of payroll and account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Operates and instructs employees in the operation of a computer and financial software and other office machines;

Develops and implements new or modified computer programs and systems related to account

and financial record keeping activities;

Develops budget reports, profit and loss statements, and financial reports for federal and state agencies;

Supervises or oversees the maintenance of a bank account and the reconciliation of bank statements with deposits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures of maintaining and checking financial accounts, records and reports; good knowledge of office terminology, procedures and equipment; ability to operate standard office equipment; ability to utilize an automated accounting system and operate data entry and peripheral equipment; ability to follow complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare numerical and financial reports; ability to understand and interpret departmental policies and federal and state requirements for submission of reports; ability to check payroll and account keeping records for clerical accuracy; ability to train employees in new methods and practices; ability to communicate orally and in writing; ability to deal with the public in problem situations; 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) Graduation from a regionally accredited or New York State college or university with a Bachelor's or Associate's degree in Accounting, Business Administration, or Finance plus two (2) years paid full-time or its part-time equivalent experience in bookkeeping, account keeping, or financial record keeping; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: September 4, 2014