<u>**FINANCE CLERK**</u>

Code No. 5-19-072

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position responsible for the independent performance of difficult and complex clerical and account keeping tasks requiring a thorough knowledge of department procedure and decision making holding a high consequence of error. Responsibilities include providing a variety of accounts payable support duties as well as the verification and calculation of financial data, posting, researching and relaying financial information, and developing related reports. The employee reports directly to, and works under the general supervision of, a senior-level staff member. Supervision may be exercised over subordinate 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.)

Sets up, develops and tracks financial information related to a computerized financial accounting system and develops related reports;

Oversees parts of computerized account keeping operations including cross-checking names of recipients of payments in the check overpayment and fraud databases and reporting findings to financial and special investigation units;

Compiles information related to garnishment and levy orders and applies them to direct and indirect payments;

Reviews the financial information and accuracy of vendor agency vouchers and enters payment into a computerized financial accounting system;

Enters payment information into various computerized accounting systems;

Tracks financial information related to contract payments and develops computerized reports;

Researches lost check requests, initiates the stop payment and affidavit completion process, contacts appropriate staff, and reprocesses checks when appropriate;

Trains new employees in the duties of their positions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices, procedures and methods of financial record keeping, particularly accounts payable; good knowledge of office practices and procedures; good knowledge of standard office equipment including computers for word processing and data base management; good knowledge of the use of appropriate computerized systems for financial accounts and records; good knowledge of applicable department procedures; ability to apply standard financial and business procedures to an office environment; ability to communicate effectively orally

and in writing; ability to utilize an automated account keeping system and operate data entry and peripheral equipment; ability to follow through on details; ability to train others in new methods and practices; ability to establish and maintain effective working relationships; ability to post financial information; ability to develop narrative and routine statistical reports; organizational ability; mathematical ability; 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 registered college or university with an Associate's degree in Accounting or Business Administration plus one (1) year of paid full-time or its part-time equivalent experience in account keeping, bookkeeping, or financial record keeping; OR,

(B)   Two (2) years of 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 possess 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: April 9, 2009

ADDITIONAL INFORMATION:
Depending on assignment, candidates for employment in Monroe County Government are required to pass a pre-employment drug test.