

ASSISTANT CUSTOMER ACCOUNTS MANAGER

Code No: 3-01-101
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical accounting position responsible for receiving and recording customer payments, crediting payments to proper accounts and maintaining a petty cash fund. The employee reports directly to and works under the direct 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 activities may be performed although not listed.)

Receives and records payments;

Prepares bank deposits;

Monitors payments made at off-site locations, including review of related reports;

Reconciles customer payment issues;

Maintains petty cash fund;

Assists in the processing of receiving documents and other clerical functions;

Operates check signer for accounts payable and payroll checks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles, practices, and procedures of keeping and checking financial records and accounts; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; ability to utilize computerized account system; ability to apply standardized procedures to financial record maintenance; ability to follow written and oral instruction; ability to deal effectively with co-workers, supervisors, and the public; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

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

- (A) One (1) year paid full-time or its part-time equivalent experience* in accounting, which shall have involved the billing and collecting of customer accounts; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting or a related field.
- (C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

*Experience does not include secretarial or receptionist duties.

SPECIAL REQUIREMENT: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: October 9, 1997