

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing advanced level financial record keeping duties requiring the exercise of independent judgment in the application of prescribed practices and procedures. Incumbents are responsible for maintaining varied accounting records and reports; examining and compiling figures in support of regular reporting requirements; performing bank reconciliations and complex clerical tasks relating to grants, contracts, purchase orders and routine financial records. This class differs from the higher level Accounting Control Specialist in that employees at the higher level are normally responsible for providing first-line supervision as well as coordinating, organizing and participating in the performance of more complex account keeping functions. The Account Clerk may supervise a small number of lower level clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews financial transactions for entry in an automated financial record system using established financial record-keeping practices and procedures;

Verifies and substantiates financial data by examining files of accounting documents, confirming accuracy of source data, reconciling divergent entries or bringing discrepancies to the attention of professional accounting staff;

Maintains complex data and compiles reports from an automated financial record keeping system;

Balances and reconciles accounts, identifying needed entry adjustments;

Conducts data analyses indicating financial trends as instructed by an Accountant;

Maintains complex cost records in accordance with established procedures;

Prepares, verifies and refers to reports compiled from financial records, either manually or on automated equipment;

Collects, records, safeguards, and deposits money receipts;

Prepares checks and sends bills;

Prepares and verifies data and documentation used for payroll purposes or the accounts payable process;

Checks financial reports for accuracy and completeness;

Prepares claims, requisitions, or other supportive documentation;

Performs bank reconciliations;

Enters and retrieves data from an automated records system;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains complex filing systems;

Performs administrative support tasks related to contracts, grants, financial record keeping, purchasing, expense accounts, etc.;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and procedures used in the maintenance, balancing, reconciling and checking of financial records and accounts; good knowledge of office terminology, procedures and equipment; ability to analyze records and reports to determine validity of a financial transaction; ability to make accurate arithmetic computations; ability to get along well with others; ability to understand and carry out complex oral and written instructions; ability to read, write, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; initiative; resourcefulness; good judgment; physical condition commensurate with the requirements.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years experience in financial record keeping, at least one year of which must have involved the use of automated systems.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree which included coursework in Accounting, Finance or Business Administration may be substituted on a year for year basis up to three years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.