

## ACCOUNT CLERK - TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Under supervision the incumbent of this position performs work of average difficulty in connection with keeping a variety of financial records and accounts and does a limited amount of typing work of a routine nature. This is an entry-level position which requires limited judgment in the carrying out of prescribed procedures. Supervision is not a requirement of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Posts, audits, and balances ledger accounts;

Prepares bank deposits;

Handles cash receipts;

Takes trial balances;

Reconciles accounts with control ledgers and bank accounts;

Classifies receipts and expenditures according to standard classifications;

Prepares payrolls;

Writes checks;

Types letters and memoranda;

Answers routine correspondence;

Types reports, statements, etc;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of financial accounting and record keeping practices; basic knowledge of office terminology, procedures and equipment; ability to follow oral and written directions and to prepare correspondence reports and other materials from general directions; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; good judgment in financial record-keeping procedures; accuracy; courtesy; ability to meet the public; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months of clerical experience which involved both the keeping of financial records and typing experience.

SUBSTITUTION: Satisfactory completion of 15 college credits\* may be substituted for the required financial recordkeeping and typing experience.

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

\*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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.