

ACCOUNT CLERK - TYPIST

GENERAL STATEMENT OF DUTIES: Keeps financial records and accounts and performs typing work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, this position involves responsibility for performing financial record-keeping work and typing of an average difficulty. This is an entry-level position and involves limited judgment in carrying out prescribed procedures. Supervision is not a responsibility of this position.

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.

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: Possession of a high school or equivalency diploma and six months of clerical experience which involved both the keeping of financial records and typing experience.

NOTE: Satisfactory completion of 15 credits in business courses at a recognized college or business school may be substituted for the required financial recordkeeping experience. Candidates must have the required typing experience or must have successfully completed an approved typing course.

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.