

ACCOUNT CLERK

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

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher-level account clerk or an accountant, performs clerical work of average difficulty in connection with a variety of financial records and accounts. This work requires limited judgment in the carrying out of prescribed procedures. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Makes up and checks department payrolls;

Keeps records of requisitions and bills;

Posts to ledger and budget accounts and voucher register;

Keeps simple cash accounts;

Audits routine claims and cash reports;

Collects money at window or cage where the procedure is routine;

Issues receipts for monies received;

Prepares reports covering items handled;

Prepares bank deposits;

Counts and checks applications accompanied by money orders;

Assists in computing and recording taxes;

Assists in keeping cost records;

Assists in taking inventory of stationery, tools, equipment, food supplies, and other stock;

Checks bills against vouchers and orders to determine the correctness of prices and quantities;

Gives information to inquirers either in person or over the telephone;

Maintains card index and other files;

Opens and time stamps, sorts, distributes, collects, and sends out mail;

Requisitions and issues stationery, forms, records, and other office supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of financial accounting and record keeping procedures; skill in operation of adding, computing and other office machines; ability to understand and carry out oral and written directions; ability to make rapid and accurate computations; ability to get along well with others; accuracy; reliability; resourcefulness; 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 involving the keeping of financial records.

NOTE: Satisfactory completion of 15 credits in business courses at a recognized college or business school may be substituted for the required experience.

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.