

INTERMEDIATE ACCOUNT CLERK - TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a higher level account clerk or an accountant; 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 work 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)

Receives remittances by mail or in person, verifies the amount, computes interest and penalties, and post to a book of original entry;

Issues receipts covering monies received;

Prepares daily or other regular and special financial or statistical reports;

Prepares daily cash deposits;

Makes up and checks department payrolls;

Prepares payroll data for service bureau;

Posts to ledger and budget accounts;

Keeps simple cash accounts;

Prepares reports involving financial or statistical information;

Assists in keeping cost records;

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

Gives information to the public 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;

Prepares vouchers;

Types letters, reports, statistical tables, correspondence;

Maintains records and files;

Maintains mailing lists;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the procedures used in keeping financial records and in handling and recording cash; knowledge of office terminology, procedures and equipment; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; ability to understand and carry out oral and/or written instructions; ability to make rapid and accurate computations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to get along well with others; accuracy; reliability; resourcefulness; 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.