

## INTERMEDIATE ACCOUNT CLERK

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

### EXAMPLES OF WORK: (Illustrative Only)

Makes up and checks department payrolls;

Keeps records of requisitions and bills;

Post 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 check 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;

Prepares vouchers, tax, water, or other bills;

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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the procedures used in keeping financial records, and in handling and recording cash; 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 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 involving the keeping of financial records.

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