

ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is account keeping clerical work which involves a responsibility for the primarily routine processing of financial materials and ledger account postings. The work involves the examination, computation and evaluation of submitted data for accuracy and compliance with established criteria. The work is performed in accordance with prescribed procedure with general supervision received from higher level account keeping personnel. This position is the same as that of Account Clerk except that it requires a qualified typist. It is distinguishable from a Clerk-Typist position by the actual hands-on debit and credit postings to ledger accounts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Posts to ledger accounts from expenses, appropriation and receipt records;
Checks invoices against requisitions;
Prepares simple financial reports;
Processes materials in the preparation of warrants;
Prepares deposit slips and counts, bundles and seals cash for deposit in bank;
Files materials alphabetically and numerically;
Reconciles bank balances of simple check registers;
Sorts requisitions and vouchers and makes routine classifications;
Assists in taking trial balances;
Receives remittances by mail or person, verifies amounts and computes interest and penalties;
Issues receipts for monies received;
Does tabular, form, or copy typing;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic; working knowledge of bookkeeping and record keeping practices; ability to prepare routine financial reports; ability to understand and carry out oral and written instructions; ability to type at the rate of thirty-five (35) words per minute*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience which included account keeping** and/or bookkeeping.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of six (6) credits in basic Accounting or an approved bookkeeping course** may be substituted for the one (1) year of account keeping and/or bookkeeping experience.

(over)

*To be demonstrated during the probationary period.

**Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc.; preparation of trial balances, tax report preparation.

Experience as a payroll clerk, bank teller or similar work involving financial transactions will be qualifying for entry level account clerk but not higher level account clerk positions. Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.

***"Adult Education" or other non-credit courses are not qualifying in this context.