

## **CHIEF ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is account keeping and auditing work which involves a responsibility for monitoring and carrying out complex financial procedures. The work is more difficult than that of Principal Account Clerk in that it includes a responsibility for supervising senior level account keeping personnel and involves independent judgment in completing special assignments and projects. General direction is received from an administrator or accountant. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Monitors and assesses weekly cash needs and makes recommendations for the investment of cash;  
Records warrants in appropriate checkbooks, calculates cash needs by fund, and prepares weekly cash requirements;  
Transfers cash between accounts, as necessary;  
Reviews and verifies the recording of all deposits in order to ensure correct balances and revises cash summary schedule as needed;  
Makes journal entries of revenues, receipts, etc. and transfers cash, when necessary;  
Reads and interprets court orders for bail, completes necessary related forms and documents and makes appropriate cash disbursements;  
Records tax payments from Town receivers;  
Reviews and manages cash and check deposits, including procedures to handle returned checks, record keeping, verification, etc.;  
Prepares summaries of a variety of cash balances;  
Performs special assignments and completes special projects, as directed by an administrator or accountant;  
May operate accounting or other office machines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of bookkeeping practices applicable to municipal fiscal operations; working knowledge of accounting principles, practices, procedures and techniques; working knowledge of office terminology, procedures and equipment; ability to plan, schedule and supervise account keeping work; ability to complete complex special fiscal projects; ability to understand and interpret written material; ability to maintain financial records and prepare clear and accurate reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and six (6) years of account keeping\* and/or bookkeeping experience; or an Associate's degree or higher which included or was supplemented by eight (8) credit hours in basic Accounting and four (4) years of account keeping\* and/or bookkeeping experience; or any equivalent combination of training and experience.

(over)

**PROMOTION:** One (1) year of permanent status as a Principal Account Clerk.

\*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.

Experiences 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.