

PRINCIPAL ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is account-keeping and auditing work which involves a responsibility for processing complex financial materials. The work is more complex than that of Senior Account Clerk in that it includes a responsibility for identifying the need for and establishing a variety of complex processing procedures. This position is the same as that of Principal Account Clerk except that it requires a qualified typist. General direction is received from an administrator or accountant, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and reviews the maintenance and auditing of a variety of financial records;
Analyzes, classifies and charges receipts and expenditures to appropriate accounts;
Takes trial balances;
Compiles and prepares financial and statistical records and reports;
Revises and systematizes account-keeping methods and procedures;
Prepares correspondence independently on matters relating to the activities of the office;
Does tabular, form or copy typing;
Operates accounting or other office machines, including a computer, and instructs employees in machine operation;
May prepare payrolls and distribute deductions to appropriate accounts;
May instruct employees in significant details of account-keeping work, and may provide assistance in the resolution of problems.

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 type at a rate of forty (40) words per minute*; ability to complete moderately complex special fiscal projects; ability to understand and interpret written material; ability to maintain financial records and prepare clear and accurate reports.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of account-keeping** and/or bookkeeping experience, or
2. An Associate's degree or higher which included or was supplemented by eight (8) credit hours in basic Accounting and three (3) years of account-keeping** and/or bookkeeping experience, or
3. Any equivalent combination of training and experience.

NOTE: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours in Accounting may be deemed fully qualifying.

PROMOTION: Two (2) years of permanent status in a Senior Account-keeping title.

(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.