

SENIOR ACCOUNT CLERK (FRENCH/CREOLE-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is account keeping clerical work which involves responsibility for processing financial materials. The work is more complex than that of Account Clerk since it requires the integration of a variety of financial data containing a number of variables into a coherent whole and/or service as a troubleshooter within established general criteria. This title is distinguished from that of a Senior Account Clerk in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Notes. General supervision is received from an administrator or higher level account keeping personnel and work guidance (e.g. lead work) may be provided to a small number of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes, classifies and charges receipts and expenditures to appropriate accounts;
Checks invoices and delivery receipts against purchase orders prior to payment;
Posts to ledger accounts from expenditure, appropriation and receipt records;
Proves ledgers and assists in making trial balances;
Issues receipts for monies and issues refunds;
Prepares deposit slips and makes bank deposits;
Initiates contacts with vendors or other agencies to reconcile discrepancies in accounts;
Provides answers to questions in English and/or French/Creole from visitors or telephone callers concerning departmental or office matters;
Operates adding machine and calculator;
Prepares regular or special financial reports;
Reconciles bank balances;
Assists in the preparation of payroll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of bookkeeping and record keeping practices applicable to municipal fiscal operations; good knowledge of business arithmetic and English; ability to read, speak and understand colloquial French/Creole; ability to prepare reports and other materials from general directions; ability to operate a calculator; ability to understand and carry out moderately difficult oral and written instructions; ability to perform clerical procedures; ability to use computer software appropriate to account-keeping, especially as it pertains to municipal fiscal records*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of experience which included account keeping** and/or bookkeeping as a major thrust of the work.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of eight (8) credits in accounting or an approved bookkeeping course*** may be substituted for one (1) year of account keeping experience.

(over)

3. An Associate's degree or higher that included or was supplemented by sixteen (16) credit hours in accounting may be deemed fully qualifying.
4. Incumbents are expected to possess Level I proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

PROMOTION: One (1) year of permanent competitive class status as an Account Clerk or Account Clerk-Typist or either of these titles with a parenthetical language designation.

*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 transaction 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-clerical courses are not qualifying in this context.