

SENIOR ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is account keeping clerical work which involves a responsibility for processing financial materials. The work is more complex than that of Account Clerk-Typist 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. General supervision is received from higher level account keeping personnel and work direction may be exercised over a small number of account clerks or clerks. This position is the same as that of Senior Account Clerk except that it requires a qualified typist. 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;
Operates adding machine and calculator;
Prepares regular or special financial reports;
Reconciles bank balances;
Assists in the preparation of payrolls;
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, work processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of bookkeeping and record keeping of practices applicable to municipal fiscal operations; good knowledge of business arithmetic and English; ability to prepare reports and other materials from general directions; ability to type at a rate of forty (40) words per minute*; ability to operate a calculator; ability to understand and carry out moderately difficult oral and written instructions.

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.

*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.

PROMOTION: One (1) year of permanent status as an Account Clerk-Typist.