

## **Senior Account Clerk Typist (Non-competitive Promotion) Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** H (8) for Sr. AC; I (9) for Sr. ACT

**Approved:** 0

**Revised:** 8/86; 2/87; 5/91; 4/92; 7/99; 5/13; 8/17

**By:** HH, Commissioner of Personnel

### **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

**This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is moderately difficult clerical work involving the independent performance and supervision of a financial account and record keeping process. The work may require decision-making as to methods to be used and classification of records and accounts. This specification encompasses two titles; Senior Account Clerk and Senior Account Clerk Typist. The main difference between the two is that a Senior Account Clerk Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer in the performance of their duties. The incumbent works under general supervision and may supervise and train lower level clerical workers. This position differs from Account Clerk in that duties are more complex; level of responsibility is higher and supervisory responsibilities may be included. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Tracks audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;
- Supervises employees by assigning and reviewing completed work and instructing employees in specialized account keeping activities;
- Prepares more complex financial or statistical summary reports; checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for federal or state reimbursements;
- Prepares funds for deposit into book accounts; reconciles accounts and prepares reports from information; Contacts clients, vendors or other agencies to obtain additional information;
- Provide information orally or in writing in response to inquiries on status of accounts;
- Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
- May assist in preparation of figures and reports for use in budget preparation;
- Does more complex payroll transactions or may do payroll for entire department and prepare all related reports;
- Operates a calculator, check writing machine and other office related equipment;
- Senior Account Clerk Typists (working from a rough draft or from data which is personally developed) prepare accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material using a typewriter, word processor or personal computer;
- May be required to edit and update web pages.

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

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to plan, assign and supervise the work of account keeping and clerical assistants;

- Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and strain; Integrity and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position.

**Senior Account Clerk Typists** (in addition to the above) must possess the ability to operate an alphanumeric keyboard such as typewriter, word processor or personal computer (speed is not a significant factor).

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