

## Senior Account Clerk Typist Tompkins County

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** H (8) for SrAC, I (9) for SrACT

**Approved:** 0

**Revised:** 8/86; 2/87; 5/91; 4/92; 7/99; 10/12; 5/13

**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -**

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in accounting, business or a closely related field; **OR**
- (b) Completion of 60 credit hours at a New York State registered regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience maintaining financial accounts and records; **OR**
- (d) An equivalent combination of training and experience as indicated by the limits of (a), (b), and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**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 laptop or personal computer in the performance of their duties. Speed is not generally a significant factor in the performance of these duties, but accuracy is important. The incumbent works under general supervision and may super-vise 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 or invoices;  
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;  
Provides 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;  
Performs complex payroll transactions or may process the payroll for an entire department and prepare all related reports;  
Operates a calculator and other office equipment as necessary;

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 laptop 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 accurately operate an alphanumeric keyboard such as laptop or personal computer (Speed is not generally a significant factor).

Originally Created January 1, 1969

s15.doc