

PRINCIPAL ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account-keeping work involving responsibility for planning and overseeing complex account-keeping activities and/or independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures, but requiring the frequent exercise of independent judgment. This class differs from other classes in the series by virtue of the greater complexity and importance of the work performed, and the limited supervision received. Supervision may be exercised over lower-level clerical or account-keeping staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, assigns, and reviews the maintenance and checking of a wide variety of financial records and reports, and instructs employees in the specialized details of this work; Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes; Directs the audit of varied accounts, claims, and records and the preparation of reports thereon; Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports; Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls; Responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes, and regulated obligations; Revises, systematizes, and installs account-keeping methods and procedures; Reconciles ledgers of revenue received with bank statements; May supervise the preparation of purchase orders; Processes, sorts, indexes, records and files a variety of control records, and reports; Conducts correspondence in connection with financial matters; Operates computers, photocopier, computing devices and other office machines; Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports; Thorough knowledge of office terminology, procedures, and equipment; Thorough knowledge of business English; Ability to plan, assign, and supervise the work of account-keeping and clerical staff; Ability to understand and carry out complex oral and written directions; Ability to make arithmetic computations rapidly and accurately; Ability to prepare correspondence and reports; Ability to secure the cooperation of others; Ability to deal effectively with the public; Ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations; Good judgment in solving complex account-keeping problems; A high degree of accuracy; Initiative and resourcefulness; Tact and courtesy; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of a New York State equivalency diploma and (2) four years of full-time paid experience, which includes the compilation of financial accounts and records.

NOTE: Post high-school educational training in a college, university, or business school in accounting, business administration, economics, or a related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for-year basis, provided such training includes an equivalent of three semester credit hours in Accounting per year of training.

NOTE: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement.

NOTE: The above educational training must include or be supplemented by a course in typing or the work experience must indicate the ability to type.

NOTE: Your degree or training must have been conducted at a college, university, or business school accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or training was conducted at an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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