

## **SENIOR ACCOUNT CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising and/or participating in the performance of a variety of moderately complex account-keeping tasks requiring either the full-time or substantial part-time keyboarding. The work may require a general understanding of specific laws, office rules, procedure and policies. Incumbents work under general supervision following a prescribed routine. Supervision may be exercised over other clerical employees. This class differs from other classes in the series by virtue of the complexity of the work and/or the degree of supervision exercised and received. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Supervises and/or participates in the posting to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry materials; Supervises and/or participates in the collection of payment for and maintenance of records on taxes, water bills, employee health insurance, licenses, permits, and other fees collected; Accounts for monies collected and makes bank deposits; Supervises and/or participates in the posting of bills to computerized customer accounts; Maintains labor, material and operational cash records; Computes payroll deductions, prepares payroll abstracts and maintains records of leave time used; Types correspondence, reports, minutes of meetings, records, bills, purchase orders and other material; Compiles data for and prepares financial and statistical reports; Verifies and reconciles account balances according to a prescribed procedure; Sorts, indexes and files requisitions, correspondence, vouchers, reports and other material; Issues permits according to set procedures; Prepares and submits a variety of State and Federal reimbursement claims; Answers telephone, makes appointments, and provides routine information; Operates computing, calculation, bookkeeping and other office machines; If employed in a school district, may function as the School District Treasurer.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of modern methods of maintaining and checking financial accounts and records; Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Ability to make arithmetic computations rapidly and accurately; Ability to follow oral and written instructions; Ability to get along well with others; Ability to plan and supervise the work of others; Ability to type at an acceptable rate of speed; High degree of accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. (1) Graduation from high school or possession of a New York State equivalency diploma and (2) two years of full-time or its part-time equivalent paid experience in maintaining financial accounts and records; OR
- B. Three years of experience as described in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or 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 include an equivalent of three semester credit hours in Accounting per year of training.

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

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 5/9/84; 8/21/96; 12/20/17; 9/29/22

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