

**SENIOR ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult but routine work involving responsibility for the performance of varied account-keeping, auditing and clerical tasks. General policies and procedures are established but some independent judgment is necessary in the handling of details. Supervision may be exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises, analyzes, and posts a variety of accounts, money received and disbursed;  
Makes ledger entries;  
Audits bills or vouchers for payment to insure conformance to contracts or other financial agreements and other items of accuracy;  
Audits financial records to determine if amounts are properly booked;  
Performs reconciliations of bank accounts and prepares a variety of related reports;  
Contacts bank officials for corrections when necessary;  
Obtains additional information from departments and vendors as necessary in the course of auditing tasks;  
Makes out checks and keeps records of checks issued;  
Receives and deposits funds and various accounts and issues receipts for funds received;  
Assists in bank fund transfers;  
Supervises and balances accounts and prepares summary statements of ledger balances;  
Computes electric and water bills and posts to customers' cards;  
Supervises and compiles payroll data and prepares and checks payrolls;  
Compiles data and prepares financial and statistical reports including budget/financial account analysis and audit results;  
Classifies constantly recurring receipts and expenditures and distributes cost according to a prescribed code;  
Assists treasurer of municipality in keeping and preparing a variety of records and reports;  
Operates calculators, computers and other office machines;  
Answers telephone and provides information on financial and/or budget matters;  
May perform incidental typing of documents, cards or other materials using a typewriter or computer word processing program;  
May coordinate purchasing process for supplies by obtaining quotes and preparing purchase orders from requisitions;  
Maintains perpetual inventory of supplies and/or equipment in stock and prepares related reports;  
Conducts the auditing process for purchase orders, bills, claims and vouchers for accuracy and compliance with order specifications, contracts, agreements of services and county purchasing procedures;  
Maintains files and computer database relating to the purchasing function.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and procedures used in the keeping of financial accounts and records; proficiency in the operation of popular computer applications related to account keeping; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good judgment; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- Open Competitive** - Graduation from high school or possession of a high school equivalency diploma and either:
- A. Graduation from a regionally accredited or New York State registered two (2) year college or business school with an Associate's degree in Accounting, Business Management or related field and one (1) year of clerical experience in the maintenance and checking of financial accounts and records; OR
  - B. Three (3) years of experience as listed in "A" above.

**PROMOTIONAL** - Candidates must be permanently employed in the competitive class or 55a. non-competitive class for one (1) year as an Account Clerk, Account Clerk-Typist, or Tax Clerk\* immediately preceding the date of the written test.

\*Title included for transitional purposes until current positions become vacant and abolished.