

## **ACCOUNT CLERK**

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

The work involves responsibility for the performance of standard account-keeping procedures in maintaining and checking financial accounts and records. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The incumbent works under supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews a variety of documents such as claim forms, vouchers, bills, purchase

orders to determine eligibility for payment or to verify accuracy of payment

made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts through a computer and verifies all data entered;

Prepares correspondence, documents, records and other written material in draft

form using hand written rough draft, oral recordings or data from various

equipment as source data;

Reconciles all entries, both credits and debits;

Prepares simple financial or statistical reports from data entered, including status

of accounts, current balances, cash received or paid;

Operates a computer to produce data needed for state and federal

reimbursement claims;

Receives cash payments, issues receipts, prepares checks for disbursement,

deposits funds into appropriate accounts, prepares reconciliation of

balances and posts balance to appropriate ledgers;

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Deposits bank receipts and transacts other bank business;

Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;

Provides routine information orally or in writing in response to inquiries on financial records;

Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Receives, balances and audits payroll time records;

Operates calculator, computer terminal and other related office equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;

Working knowledge of office terminology, procedures, equipment and business English;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to make arithmetic computations involving fractions, decimals and percentage accurately;

Ability to deal effectively with the public;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret oral instructions and/or written  
directions;

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Ability to perform close, detail work involving considerable visual effort and  
concentration;

Clerical aptitude;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One (1) year of clerical experience maintaining financial  
accounts and records.

**NOTE:** Successful completion of coursework in accounting, business administration, or  
closely related field at a regionally accredited college or university, or one accredited by  
the New York State Board of Regents to grant degrees, may be substituted for the  
required experience with three semester credit hours being equivalent to three months  
of experience.