

## **SENIOR ACCOUNT CLERK-KEYBOARD SPECIALIST**

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

The work involves responsibility for the independent performance of moderately difficult financial accounts and records maintenance. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Senior Account Clerk in that the incumbent performs duties which require substantial time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. The work is performed under general supervision and although the incumbent may train lower level clerical workers, supervision is not a responsibility of this position. This position does not perform double entry bookkeeping. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews a variety of 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 such as authorizing payment, issuing checks or preparing bills;

Tracks, audits and monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares 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 State or Federal reimbursement;

Prepares in final format, accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

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;

Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;

Operates calculator, peripheral computer equipment and other office equipment;

May assist in preparation of figures and reports for use in budget preparation.

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

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

Good knowledge of modern office terminology, procedures, equipment and business English;

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

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 organize and maintain accurate records and files;

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

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

Ability to establish and maintain effective working relationships with others;

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

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of clerical experience maintaining financial accounts and records which shall have included the operation of an alphanumeric keyboard such as a typewriter, word processor or personal computer

**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 of related coursework, as indicated above, being equivalent to three months of experience.