

# ACCOUNT CLERK (P/T)

**Department: Varies**  
**Classification: Competitive**  
**Specification Number: 0200**  
**Approved: 11/4/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

**Either:**

- a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts, or journals; or,
- b) Two (2) years of clerical experience, and six (6) credits in accounting from a college with federally-authorized accreditation or registration by NY State.

**NOTE:** Education beyond high school from a college with federally-authorized accreditation or registration by NY State including at least three (3) credits in accounting per year may be substituted for experience on a year-for-year basis.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs specialized clerical work in keeping financial records of some variety and complexity. Using a single or double entry system, the incumbent is responsible for keeping books or records that are subject to audit. Duties may include utilization of computers with financial capabilities. The work is performed in accordance with clearly established accounting methods and procedures, and is reviewed primarily through verification of financial records and statements. Supervision may be exercised over a small number of subordinate clerical personnel. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Posts financial data to forms or journals, which serve as permanent records of transactions;
- Updates automated financial records;
- Prepares purchase orders and requisitions;
- Reconciles bank statements;
- Reviews vouchers;
- Maintains a variety of other financial records;
- Prepares financial and statistical reports of some complexity by drawing data from financial records;
- Operates adding, calculating or other standard office machines.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of bookkeeping principles and practices; good knowledge of standard office methods and practices; ability to make arithmetic computations rapidly and accurately; ability to apply bookkeeping principles to the maintenance of fiscal and accounting records; ability to learn the operation of adding machines, calculating machines and other office machines for which previous formal training is not needed; ability to follow oral and written instructions; ability to compile and prepare financial and statistical reports; ability to establish effective working relationships with co-workers in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.