

ACCOUNT CLERK TYPIST

Department: Varies
Classification: Competitive
Specification Number: 0210
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

The work involves performing specialized clerical work in keeping financial records of some variety and complexity. Using a single or double entry system, an employee in this class keeps books or records subject to audit. The work is performed in accordance with clearly established accounting methods and procedures and is reviewed primarily through verification of financial records and statements. Does related work as required.

TYPICAL WORK ACTIVITIES

- Posts financial data to forms or journals, which serve as permanent records of transactions;
- 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;
- Transcribes from dictating machine or types from rough copy, reports, statements, tabulations, vouchers, letters and various legal documents;
- 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 maintain 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 or written instructions; ability to compile and prepare financial and statistical reports; ability to establish effective working relationships with coworkers in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.