

PRINCIPAL ACCOUNT CLERK

Department: Varies
Classification: Competitive
Specification Number: 0240
Approved: 11/4/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience in computing and registering data in financial records, accounts, or journals.

NOTE Additional education from a New York State or regionally accredited college or university will be substituted for up to four years of experience at the rate of 30 credits = 1 year, provided that for each 30 credits earned, at least 3 credits were in accounting.

PROMOTIONAL

Two years of permanent competitive status as a Senior Account Clerk or as a Senior Account Clerk Typist.

DISTINGUISHING FEATURES OF THE CLASS

The position involves performing difficult and responsible work in the maintenance of a highly complex set of financial accounts and records. Comprehensive budgets are maintained and responsibility is included for the initiation of resolutions to allocate additional funds or transfer funds to cover unforeseen expenditures. Work may include utilization of computers or word processors with financial capabilities. This position requires the exercise of independent initiative and judgment in order to effectively maintain accounts. Supervision may be exercised over subordinate personnel. Work is performed under general supervision and is reviewed by an administrative superior through periodic conferences and the submission of reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Maintains comprehensive fiscal records and reports of general and capital funds, maintains separate books for each allocated account; maintains and updates computerized financial records;

Maintains liaison with and gives assistance to individual departments, vendors and contract agencies regarding account balances and availability of funds;

Implements appropriation resolutions and prepares budget allotment transfers to modify appropriations;

Verifies claims against Capital Budget contract agreements and funds allocated by resolutions to determine legality and use of funds;

Prepares fiscal data for budget requests and assists in preparing budget justifications;

Prepares monthly, quarterly and annual reports for departmental, and Town records.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the principles and practices of bookkeeping and fiscal reporting, including the setting up and balancing of subsidiary and general ledger accounts; thorough knowledge of the methods used in preparing fiscal and statistical reports; good knowledge of the methods of fiscal appropriations and allotments including the preparation and format of resolutions and final budgets; ability to make arithmetic computations rapidly and accurately; ability to establish and maintain effective working relationships with other department personnel, vendors and contract agencies; ability to compile and prepare financial and statistical reports; ability to supervise subordinate personnel in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.