

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The work is performed under general supervision and the incumbent may train lower level clerical workers. Supervision is not a responsibility of this class. This position differs from Account Clerk in that duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. 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 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;
- Assists in preparation of figures and reports for use in budget preparation as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial accounts and records including financial software;
- Good knowledge of office terminology, procedures, equipment and business English;
- Ability to make difficult 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 complicated oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to perform close, detail work involving considerable visual effort and concentration.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Twelve (12) months as an Account Clerk I in the agency where the vacancy or anticipated vacancy exists.

OPEN-COMPETITIVE: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree in Accounting, Business Administration or Business Management and one (1) year of paid experience in the maintenance of financial accounts and records; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience in the maintenance of financial accounts and records.

*Candidates will not have to take an exam for this title. This is a **Hiring Emergency Limited Placement (HELP) Program** designated title. The **HELP Program** is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the **HELP Program** required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as **non-competitive and categorized as a "HELP Program" position**. At the close of the program, **this position will revert to competitive class status**. Employees occupying positions filled through the **HELP Program** will be granted competitive class status without the need to participate in a competitive exam.*

Annual salary range: \$50,000 to \$65,000 depending on qualifications, 37-1/2 hours per week

Juris. Class: Competitive

ACCS Adopted: 2/11

Last Revised: 9/24

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.