

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily on a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision on standards assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;

Assists in maintaining labor, material and operational cost records;

Assists in verifying and reconciling account balances according to a prescribe procedure;

Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Issues receipts for moneys received;

Sorts, indexes and files requisitions, vouchers, ledger cards and other material;

Compiles payroll data, prepares and checks payrolls;

Operates computing, calculating, check writing and other office machines;

May be required to operate word processing, data entry or related business equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetical computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience responsible for maintaining financial accounts and records; or
2. Two years clerical experience as described in (1) above; or
3. An equivalent combination of training and experience as described above.

EQUIVALENCY EQUATION:

The following equivalency equation has been derived from the structure of the above minimum qualifications:

Completion of one year of college with study in accounting, secretarial science or business administration may be substituted for the one year of required experience as noted in Number 1 above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: MARCH 9, 1987

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for Account Clerk accepted and adopted by City of Geneva on 2/10/00)