



Account Clerk Typist

Job Specification
Classification: Competitive
Series: Accounting Support
Level: 1 of 4

DISTINGUISHING FEATURES OF THE CLASS: This is the first level in the Accounting Support series and is responsible for performing basic and defined office and accounting support for an assigned department or function. Responsibilities include performing basic data entry; filing reports and forms; running defined reports, and answering basic questions about department procedures and policies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative)

- Processes and reviews a variety of deposits, payments, invoices, and/or notices to and from tenants, vendors, or other sources; verifies totals and account numbers, enters payments into applicable databases, prints checks for payment, and posts appropriate journal entries.
- Performs general reception duties which may include; answering phones on a multi-line system, directing inquiries to appropriate staff, greeting visitors, and providing department information.
- Monitors sick, vacation, and leave time for payroll accounts; collects payroll time sheets; prepares any necessary changes and verifies payroll when received.
- Performs a variety of clerical activities in support of daily operations, which may include: filing, copying, faxing, typing standard documents, preparing, sorting, and distributing mail, entering data and/or, performing other related activities.
- Tracks and maintains inventory supplies; orders supplies as requested or needed.
- Performs month and year end activities, such as balancing accounts, account reconciliations, calculating operating costs and payments, and posting journal entries; prepares a variety of year-end reports.
- Maintains a variety of records and files; enters a variety of information into applicable spreadsheets and /or databases; conducts research on payment discrepancies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Basic accounting principles and practices, such as preparing and posting journal entries;
- Office procedures, methods, and equipment;
- Automated financial software packages;
- Data entry techniques into assigned spreadsheets or software programs;
- Basic mathematical concepts to verify and total deposits or payments;
- Cash handling procedures;
- Applicable Federal, State, and/or local laws, rules, and regulation;
- Recordkeeping and filing principles.

Ability to:

- Use computers and related software applications;
- Interpret and apply applicable laws, rules, and regulations;
- Perform mathematical calculations;
- Maintain records and confidential files;
- Performs data entry on assigned software systems;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES: (continued)

Ability to:

- Operate standard office equipment;
- Tabulate, record, and balance transactions;
- Research account discrepancies;
- Prepare reports within established guidelines;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to demonstrate an acceptable rate of typing accuracy and speed on or before the end of their probationary period.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Accounting or Business Administration;
- B. Graduation from high school or possession of a high school equivalency diploma; and 2 years of accounting or bookkeeping experience.

Licensing Requirements: Valid NYS driver's license

SPECIAL NECESSARY REQUIREMENT:

None required

Classification history:

Revised: 4/17/2012, 2/21/2017