



# Principal Account Clerk

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level in the Accounting Support series and is responsible for performing all types of administrative and accounting related tasks, including complex and original material development. Responsibilities may include developing original reports; tracking and monitoring an assigned budget and determining current department situation; providing work direction to staff; preparing departmental payroll data; collecting and processing accounts receivable transactions; auditing and reviewing data entry by researching discrepancies; training staff. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Assists in supervising subordinate staff to include: assigning, directing, reviewing and evaluating work load and performance.
- Researches and resolves issues dealing with complaints, questions, records, and requests for information.
- Monitors and assists with accounts receivable functions, such as the receipt, inputting, processing, copying, and preparation of a variety of data, receipts, vouchers, statistics, reviews, approvals, reports, records, and/or other related items.
- Compiles information related to monitoring and reviewing departmental budget; reviews expenses and approves allocation of resources. Prepares related monthly and yearly fiscal budget reports.
- Reviews and audits data entry by subordinate staff, researches discrepancies, and makes adjustments to correct errors.
- Oversees and manages property tax accounts, including verification of balances, preparation of legal notices, transfer of files, and performing and posting of journal entries.
- Manages project files for assigned department, including capital projects, vendor information, and issuing of permits or contracts.
- Prepares and/or reviews a variety of government and departmental payroll reports and records, ensuring completeness and accuracy.
- Comptroller's Office: Audits accounts payable for accuracy and completeness prior to payments being issued.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory principles;
- Accounting principles and practices;
- Bookkeeping principles and practices;
- Customer service principles when responding to front-desk or phone inquiries;
- Basic accounting principles and practices, such as preparing and posting invoices and payments;
- Office procedures, methods, and equipment

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Knowledge of: (continued)

- Automated financial software packages;
- Data entry techniques into assigned spreadsheets or software programs;
- Advanced mathematical concepts to compile information, run statistics, and generate financial reports;
- Applicable Federal, State, and/or local laws, rules, and regulations;
- Recordkeeping and filing principles.

Ability to:

- Supervise and evaluate employees;
- Prioritize and assign work;
- Prepare accounting reports and statements;
- Provide customer service in difficult or complex situations;
- Interpret and apply applicable laws, rules, and regulations;
- Maintain records and confidential files;
- Use computers and related software applications;
- Research account discrepancies;
- Prepare a variety of business correspondence, records, reports, documents and forms;
- Monitor compliance with applicable laws, codes, rules, and regulations;
- 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.

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 and two (2) years of accounting or bookkeeping experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of accounting or bookkeeping experience.

**SPECIAL NECESSARY REQUIREMENT:**

None required.

**Classification history:**

Adopted:

Revised: 4/17/2012; 9/15/2015