



Senior Account Clerk (double entry)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing moderately complex office and accounting related tasks for an assigned department or function. Responsibilities may include developing reports from multiple sources, prioritizing assignments, researching more complex questions and requests; and working with external organizations. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Receives, reviews, and processes a variety of receipts, invoices, statements, vouchers, payments, fees, and/or other related information, which may include: coding data, entering information into a database, processing payroll related transactions and changes, ensuring appropriate approvals, running reports, filing paperwork, and performing other related duties.
- Prepares, updates, and maintains a variety of financially related correspondence, reports, notices, billings, records, spreadsheets, schedules, and files.
- Enters a variety of information into applicable databases and/or spreadsheets; reconciles applicable accounts; performs adjustments to correct data entry errors.
- Verifies, balances, and posts monies received and payment made for assigned department; tracks purchases and returns, issues letters for overdue accounts, and performs necessary follow-up activities.
- Maintains, tracks, and processes a variety of personnel-related forms, documents, and files; verifies deductions, benefits, termination, salary change, and other related information.
- Inputs data, checks information, and generates bills in assigned department.
- Assists with annual budget processing; reviews computer printouts related to checks issued, expenditures, encumbrances, liquidations, and/or other budgetary accounts; assists in calculating budget numbers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- 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;
- 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 regulations;
- Recordkeeping and filing principles.

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

Ability to:

- Use computers and related software applications;
- Provide customer service to customers, staff, and senior staff;
- Interpret and apply applicable laws, rules, and regulations;
- Perform mathematical calculations;
- Maintain records and confidential files;
- Perform data entry on assigned software systems;
- Operate standard office equipment;
- Tabulate, record, and balance transactions;
- Research account discrepancies;
- Prepare a variety of business correspondence, records, reports, documents and forms;
- 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 1 year of accounting or bookkeeping experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of accounting or bookkeeping experience.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Adopted:

Revised: 4/17/2012, 2/18/14