

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 12, 2018

ACCOUNT CLERICAL II

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving the independent performance and supervision of financial account and record keeping. The work generally requires a more specialized understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work may require decision making as to the methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents may supervise and train lower level clerical workers. This position differs from Account Clerical I by the increased independence of action; the complexity and specialization of duties; his/her level of responsibility for an entire function; and the presence of supervisory responsibility. This position does not require the performance of double-entry bookkeeping. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a typewriter and/or computer keyboard in performing duties described below:

1. Reviews and prepares a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
2. Verifies all calculations and codes on documents;
3. Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
4. Reconciles all account entries;
5. Prepares moderately complex financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
6. Produces data needed for state and federal reimbursement claims;
7. Receives cash payments, issues receipts; prepares checks for disbursement, deposits funds into appropriate accounts, and prepares reconciliation of account balances;
8. Contacts clients, vendors, etc. to obtain additional information;
9. Provides routine information verbally or in writing in response to inquiries on financial records;
10. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
11. Receives, balances and audits payroll time records;
12. Operates calculator, computer and other related office equipment;
13. May be assigned more responsible administrative duties when employed in a small department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type and use a computer keyboard at an acceptable rate of speed and accuracy; ability to assign work to subordinate employees; ability to make more difficult arithmetic computations involving fractions, decimals and percentage rapidly and accurately; 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 verbal 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 strain; ability to write legibly; integrity and good judgment; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status in an Account Clerical I position.

OPEN-COMPETITIVE:

Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of full-time paid clerical experience involving responsibility for compiling and maintaining financial accounts and records.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.