

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: REVISED 3/10/2000

ACCOUNT CLERK STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk by virtue of the limited complexity of the work and lack of supervisory responsibility. Excepting for the ability to transcribe dictation, this class is equivalent to that of Account Clerk Typist. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

1. Reviews 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 entries, both debits and credits;
5. Prepares simple 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, prepares reconciliation of balances and posts balances to appropriate ledgers;
8. Contacts clients, vendors, etc. to obtain additional information;
9. Provides routine information orally 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 simple payroll time records;
12. Operates calculator, computer and other related office equipment;
13. Takes and transcribes dictation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods used in keeping and checking financial accounts and records; working knowledge of office terminology, procedures, equipment and business English; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to write legibly; ability to organize and maintain accurate records and files; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and strain; ability to type accurately at a satisfactory rate of speed; ability to take and transcribe dictation at a reasonable rate of speed; ability to develop effective working relationships and deal diplomatically with the public; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of clerical experience responsible for 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.

SPECIAL REQUIREMENTS: All candidates must be able to type at the rate of 35 words per minute and take dictation at the rate of 80 words per minute.