

PRINCIPAL ACCOUNTING CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position, while responsible for the processing of transactions associated with one or more financial accounts, has primary responsibility as a supervisor and/or for the assignment of a specialized technical account keeping function which involves independent decision making and accountability. Supervision includes assigning and distributing work, training, prioritizing the account keeping work of a unit engaged in a specialized account keeping function, and summarizing unit activities. When assigned responsibility for a specific financial program within a unit, which has different guidelines and procedures than other office account keeping activities, this position acts as a technical resource person in that area, answering questions which others in the office would not have the training to address. This position would be expected to perform the following functions: monitoring the account keeping work flow of the unit and the work of other lower level employees and reassigning and distributing work as necessary; reviewing work of lower level employees to address minor problems, and referring serious problems to the supervisor, providing training in office procedures and specializing in complex assigned account keeping areas, interpreting changes in regulations for the modification of account keeping programs and procedures, and preparing required reports, worksheets, and/or schedules for analysis. This position differs from Accounting Clerk in that it is responsible for supervision and the performance of analysis and resolution of the more complex financial transactions within a unit. Work is performed independently under prescribed guidelines with unusual or precedent changing problems referred to the attention of the superior. This position may be responsible for supervising the work of lower level employees including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees the preparation, processing, and reporting of specialized account keeping activities such as federal and state claims for reimbursement;
2. Researches current accounts, previous reports, source documents, etc., to develop specified information not readily available from current account balances;
3. Oversees the collection of information and the completion of state and federal claims for reimbursement;
4. Performs detailed research to verify the accuracy of accounts and the adequacy of supporting documents;
5. Performs financial analysis in such areas as capital project management and budgeting;
6. May supervise lower level clerical personnel including the distribution and review of work, coverage of all unit activities, and job and performance counseling;
7. Works with other departments to resolve problems that relate to financial transactions;
8. Functions as the technical resource in programs such as student loans, scholarships, financial aid, and employee benefits;
9. Interprets regulations and compiles information for reports for use by professional accounting staff.

PRINCIPAL ACCOUNTING CLERK (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of account keeping principles and practices as they apply to classifying financial transactions, maintaining, reconciling, and closing accounts;

Knowledge of office practices necessary for interacting with staff and vendors, expediting unit work flow, filing and retrieving information and compiling and analyzing information;

Knowledge of software packages for word processing to produce memos and letters and for spreadsheets and database management to produce a variety of reports and financial spreadsheets;

Knowledge of supervisory practices including scheduling, organizing work flow, resolving problems and evaluating employee performance;

Knowledge necessary to prepare grant funding paperwork and reports relative to the distribution of grant funds;

Knowledge necessary for the preparation, processing and reporting of federal and state claims for reimbursement;

Ability to act independently in carrying out the daily functions of a unit or program;

Ability to acquire substantial subject matter knowledge of specialized department or agency programs and related laws and regulations;

Ability to establish and maintain effective working relationships with others;

Ability to speak knowledgeably and with authority about program functions of the office or department and to advise staff on how to address situations that occur;

Ability to train employees in departmental procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business or a related field which includes twelve standard credit hours in accounting and two years of full-time work experience maintaining financial accounts at a level higher than data entry, at least one year of which was supervisory (two or more employees involved in financial record keeping);
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and four years of full-time work experience as described above, at least two years of which was supervisory (two or more employees involved in financial record keeping);
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year) for up to three years of the work experience. Candidates must have at least one year of work experience as described above which included supervision.

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