

SENIOR ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a journey level position responsible for the performance of moderately complex account keeping and clerical duties including typing. The work is carried out in accordance with established procedures and involves the application of account keeping principles and practices and other clerical functions. The class differs from that of Account Clerk Typist by virtue of either performing more complex account keeping duties or the supervision of employees performing routine account keeping. This class differs from Senior Account Clerk in that an incumbent is expected to perform skilled keyboarding duties in addition to account keeping. Work is performed under the general supervision of a higher level employee with leeway allowed in the completion of work assignments. Direct supervision may be exercised over employees performing routine account keeping duties.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Classifies a variety of receipts and expenditures and distributes costs according to a prescribed code;
2. Reviews and checks complex bookkeeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
3. Assigns work, reviews and records work done, and instructs new employees in the specialized account keeping and clerical work of a unit;
4. Compiles and prepares labor, material, and operational cost records and reports;
5. Compiles data for, prepares and analyzes financial and statistical reports and records;
6. May assist in the preparation of unit or departmental budget and in maintaining budget control;
7. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic account keeping necessary for the processing of recurring transactions in accounts receivable and/or accounts payable, such as claims and vouchers;
Good knowledge of office practices necessary for interfacing with staff and the public, processing workflow, and filing and retrieving information;

SENIOR ACCOUNT CLERK TYPIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

Knowledge of software packages for word processing to produce memos and letters and spreadsheets and data base management to track information and produce reports;
Knowledge of computational skills to process and reconcile vouchers, verify calculations and balance accounts;
Knowledge of the basic principles and techniques of supervision;
Ability to learn and work within agency procedures and guidelines;
Ability to exercise sound judgment in tracking sources of errors and in using established guidelines to determine the necessary corrective action;
Ability to type at not less than 35 words per minute;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of 60 college credits, business school or other post high school training which included four courses in account keeping and /or bookkeeping;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two years of full-time work experience maintaining financial accounts and records;
- OR: (C) An equivalent combination of the training and experience between the limits of (A) and (B) above.

NOTE:

Only education gained at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education is acceptable for purposes of qualification.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e., courses in typing or typing work experience.

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