

## **SENIOR ACCOUNT CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a journey-level position responsible for the performance of moderately complex account keeping and clerical duties. 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 by virtue of either performing more complex account keeping duties or the supervision of employees performing routine 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 distribution 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.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

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;

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;

**SENIOR ACCOUNT CLERK** (Cont'd)

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

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 high school or possession of a high school equivalency diploma and two years of full-time work experience maintaining financial accounts and records;
- OR:            (B)     Completion of two years (30 credits are equal to one year) of college, business school or other post high school training which included four courses in account keeping or bookkeeping;
- OR:            (C)     An equivalent combination of the training and experience between the limits of (A) and (B) above.

CL2415

REVISED:   03/21/75       01/09/89       01/10/94       08/15/00       9/26/11