

ACCOUNT CLERK / TYPIST

TOMPKINS COUNTY

Department Various
Classification Competitive
Labor Grade C(3) for AC F(6) for ACT
Approved January 1, 1969
Revised 6/79; 8/81; 8/82; 7/86; 5/91; 7/99
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is routine clerical work involving the performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures. Detailed instructions are provided for any new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk/Typist by virtue of the limited complexity of the work and lack of supervisory responsibility. This specification encompasses two titles; Account Clerk and Account Clerk Typist. The main difference between the two is that an Account Clerk Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor, or personal computer in the performance of their duties. Account Clerks and Account Clerk Typists will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Account Clerks and Account Clerk Typists are required to:

Review 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;
Verify all calculations and codes on documents;
Post figures to appropriate accounts (either manually or through a computer), verifying all data entered;
Reconcile all entries, both debits and credits;
Prepare simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Produce data needed for State and federal reimbursement claims;
Receive cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
Make bank deposits as necessary;
Contact clients, vendors, etc. to obtain additional information as necessary;
Provide routine information orally or in writing in response to inquiries or financial records;
File and maintain all related records as records related to processing of payrolls, invoices, vouchers, bills, correspondence;
Receive, balance and audit simple payroll time records;
Process data either for computer or other records;
Make computations as necessary;
Operate a calculator, and other related office equipment.

Account Clerk Typists (in addition to the above typical work activities) will be required to perform data entry, type forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc. on a typewriter, word processor or personal computer at an acceptable rate of speed.

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ACCOUNT CLERK / TYPIST (Continued)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to perform close, detail work involving considerable visual effort and strain;
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 develop effective working relationships and deal diplomatically with the public;
Integrity and good judgement;
Physical condition commensurate with the demands of the position.

Account Clerk Typists (in addition to the above) are required to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from high school or possession of a GED and one year of clerical experience; **OR**
- (b) Graduation from high school or possession of a GED, including or supplemented by coursework in accounting or bookkeeping; **OR**
- (c) Two years clerical experience which must have included at least six months experience in financial record keeping; **OR**
- (d) Any equivalent combination of training and experience as defined within the limits of (a), (b) and (c) above.