

## **ADMINISTRATIVE ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory and account keeping position which involves the responsibility for the frequent exercise of independent judgment in planning and managing advanced finance and government account principles, and clerical activities. The work is performed under the general supervision in accordance with outlined objectives, policies and detailed procedures. Only the most difficult technical or policy problems are referred for decision or review. Supervision is exercised over the work of senior and subordinate clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts financial audits and reviews financial operations of a county agency/municipality;

Supervises staff in accounting principles and procedures;

Answers complaints, suggests solutions to problems and conducts correspondence;

Collects, compiles, and assembles data for the budget preparation, modification, and tracking;

Maintains complex activity control records, schedules workloads and flow, and coordinates the work with that of other units;

Monitors claims and accounts receivable, may contact funding source on overdue claims or accounts;

Maintains a daily balance of monies in various banks and notifies cashiers of proper banks and accounts in which to make deposits and withdrawals;

Supervises and reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Keeps record of receipts and expenditures and bonded indebtedness;

May supervise subordinate staff engaged in a variety of account clerical duties;

Creates, processes, maintains, and tracks miscellaneous billing invoices;

Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's Degree in Accounting or related field and three (3) years of full-time paid or its part-time equivalent experience in maintaining or checking financial accounts or records; one (1) year of which must be in a supervisory capacity; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent experience in maintaining or checking financial accounts or records; one (1) year of which must be in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as described above.

ULSTER COUNTY  
0078 AD AC CLK  
Classification: Competitive  
Grade: 13  
Union: CSEA

Adopted: April 13, 2026