

HEAD ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory and account keeping work involving responsibility for the frequent exercise of independent judgment in planning and managing complex account keeping, checking and clerical activities and independently performing the more responsible and complex functions. 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.

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;

Revises and develops improved work procedures and methods and installs those approved by superiors;

Answers complaints, suggests solutions to problems and conducts correspondence;

Assists superiors in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems;

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

Supervises the maintenance of the bank ledger and the daily entries of bank deposits and disbursements;

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;

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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited two (2) year college with an Associate's Degree in Accounting or related field and three (3) years experience in maintaining or checking financial accounts or records; one 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 experience in maintaining or checking financial accounts or records; two (2) years of which must be in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as described above.

ULSTER COUNTY
3310 HD ACC CLK
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: April 11, 1978
Revised: February 4, 1982
Revised: May 8, 2008