

PRINCIPAL ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex account clerical duties for financial record keeping. The work requires an incumbent to exercise independent judgment in carry out the details of the work involving performing, planning and supervising complex bookkeeping activities of a major department. The class differs from that of Principal Account Clerk in that it requires substantial typing duties with responsibility of maintaining the accuracy of computerized financial accounts. Work is performed under the general supervision of a higher level employee. Supervision is normally exercised over the work of subordinate account/clerical personnel. 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.

Types reports and correspondence pertaining to financial accounts;

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

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

Compiles, prepares and analyzes a variety of complex financial and statistical reports and records;

Revises, develops and implements account keeping methods and procedures;

Conducts correspondence in connection with financial matters;

Directs the audit of varied accounts, claims and records and the preparation of related reports;

Operates a variety of calculating, check writing and other office equipment including a variety of electronic computing systems;

May supervise reconciliation of revenues received with bank statements;

May assist in the preparation of the annual operating budget and ensure the maintenance of necessary financial controls;

May prepare and compile all pertinent information required on bond sales.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of keeping and checking financial accounts and records; thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of double entry bookkeeping; ability to make arithmetic computations quickly and accurately; ability to plan

and supervise the work of others; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; ability to type/keyboard accurately at an acceptable rate of speed; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher level degree in Accounting or a closely related field and one (1) year of full-time paid (or it's part-time equivalent) experience in the compilation and maintenance of financial accounts and records; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid (or it's part-time equivalent) experience in the compilation and maintenance of financial accounts and records.

ULSTER COUNTY

4985 PR AC/T

Classification: Competitive

4984 PACT HLP

Classification: Non-Competitive

Grade: 11

Union: CSEA

Adopted: October 22, 2003