

## **SENIOR ACCOUNT CLERK/STENOGRAPHER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the routine maintenance and review of financial accounts, records and reports, and/or independently performing varied clerical and complex account clerical duties. A substantial portion of work involves typing and the taking and transcribing of dictation. The work is carried out in accordance with established procedures and involves responsibility for major accounts. Duties may include the use of double entry bookkeeping. The class differs from that of Senior Account Clerk in that Senior Account Clerk does not have substantial typing and dictation duties. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over the work of one or more 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.

Operates a typewriter, and takes and transcribes dictation in the performance of duties described below:

Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;

May act as secretary to agency head;

Supervises the verification and reconciliation of individual account balances;

Compiles data for, prepares, and analyzes complex financial and statistical records and reports;

May maintain and post to double entry account journals;

Prepares correspondence, form letters, transcripts and similar material;

May assist in the preparation of departmental budgets;

May supervise the maintenance of a major account;

May compile and maintain payroll data and prepare payroll for a major division;

Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;

May review and check account keeping records and reports for arithmetical and clerical accuracy and completeness;

Assists in the preparation of financial reports and statements;

Operates computing, calculating, check writing and other office machines;

Verifies payroll data prior to data entry;

Keys-in payroll data on a CRT.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of double entry bookkeeping; ability to make arithmetic computations quickly and accurately; ability to type and take dictation accurately and at an acceptable rate of speed; 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; 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. Successful completion of one year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by at least one course in accounting or a related field and one year of full-time paid experience, or it's part-time equivalent, 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 two (2) years of full-time paid experience, or it's part-time equivalent, as described in A above; **OR**
- C. Three (3) years of full-time paid experience, or it's part-time equivalent, as described in A above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY  
5950 SR AC/S  
Classification: Competitive  
Grade: 9  
Union: CSEA

Adopted: April 11, 1978  
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