



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Senior Account Clerk Typist**
Jurisdictional Class: Competitive
Civil Division: County Departments, County Schools, Cayuga Community College, BOCES
Adoption: CSM
Revised: CSM 2/11/98, 12/12/01

DISTINGUISHING FEATURES OF THE CLASS:

Performs and/or supervises moderately difficult and responsible clerical, stenographic and typing work in maintaining and reviewing financial accounts and records; does related work as required. This is moderately difficult clerical work involving responsibility for independently performing and/or supervising varied account keeping, reviewing and related tasks. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general supervision. Unusual problems or situations, not previously encountered are referred to supervisors before action is taken. Work of employees is checked by immediate supervisors or by another step in the account keeping process. Immediate supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a typewriter, data entry keyboard or microcomputer in performing duties described below:
Oversees and classifies a variety of receipts and expenditures and distributes items according to prescribed procedures;
Assigns work, reviews and records work done and instructs new employees in specialized account keeping activities;
Has charge of posting to journal or ledger from a variety of original entry media;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises the verifying and reconciling of individual account balances;
Prepares routine correspondence on matters where policies and procedures are well defined;
Issues receipts for monies received;
Compiles payroll data, prepares and checks payrolls;
Compiles and prepares labor, material and operational cost records and reports;
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
Is responsible for the preparation of reports from journal or ledger;
Compiles data for and prepares and analyzes complex financial and statistical records and reports;
Operates computing, calculating, check writing and other office machines;
Assists in the preparation of unit or departmental budget and in maintaining budget control;
Provides routine information orally or in writing in response to inquiries on financial records;
Uses a data entry terminal keyboard or micro-computer to enter and retrieve data from computer files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records;
Good knowledge of office terminology, procedures & equipment;
Good knowledge of business English;
Ability to understand and carry out oral and written directions;
Ability to plan and supervise work of others;
Ability to make arithmetic computations rapidly and accurately;
Ability to write legibly;
A high degree of accuracy;
Neatness;
Integrity;
Tact & courtesy.

MINIMUM QUALIFICATIONS:

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least 12 credit hours in accounting, **PLUS** a course or experience in keyboarding (typing); **OR**
- (B) Graduation from high school or possession of an equivalency diploma, **PLUS** two years of experience maintaining financial accounts and records, which must have included keyboarding (typing) experience; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.