

FINGER LAKES COMMUNITY COLLEGE VACANCY – 2021 SALARY RANGE: \$17.37/HR - \$27.50/HR

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

SENIOR ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult financial record keeping and clerical work involving responsibility for independently performing and/or supervising varied account keeping, clerical 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 instructions. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Excepting for the ability to type, this class is equivalent to that of Senior Account Clerk; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter and/or personal computer 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;

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;

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;

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

Is responsible for the preparation of reports from journal or ledger;

Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;

Conducts routine correspondence on matters where policies and procedures are well defined;

Answers telephone and gives out routine information or relieves at switchboard.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type and input information accurately; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, in the maintenance of financial accounts and associated financial records.

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SENIOR ACCOUNT CLERK-TYPIST

MINIMUM QUALIFICATIONS: (Continued)

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SUBSTITUTION: Study in accounting, business administration, finance or a closely related field from a regionally accredited or New York State registered college or university may substitute for the experience on a year-for-year basis for up to two years.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

REVISED: 8/6/99, 4/1/15, 5/10/16, 10/2/19; 12/6/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for Senior Account Clerk-Typist accepted and adopted by City of Geneva on 5/31/00)