

City of Canandaigua – Part-Time Vacancy
Salary range: \$24.50 - \$25.00/hr

ACCOUNT CLERK-TYPIST

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience that involved maintaining financial accounts and associated financial records; OR
2. Two (2) years of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience as described in (1) above.

SUBSTITUTION: Completion of one (1) year of college (30 credit hours equaling 1 year) with study in accounting, secretarial science, office technologies or business administration may be substituted for the one (1) year of required experience as noted in option (1) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves use a computer and various software applications in the application of standard account keeping practices in maintaining and reviewing of financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Excepting the ability to operate a computer, this class is equivalent to that of Account Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to journal or ledger accounts, paper or electronic, from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry;
Assists in maintaining labor, material, and operational cost records;
Assists in verifying and reconciling account balances according to a prescribed procedure;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, timecards, and similar materials;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payroll;
Operates computers, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to perform data entry work on a computer; ability to make arithmetical computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; accuracy, tact, neatness and courtesy; physical condition commensurate with the demands of the position.

REVISED: 12/18/06; 12/6/18; 11/23/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME: COMPETITIVE

PART-TIME: NON-COMPETITIVE (in all Civil Divisions)

(Ontario County job specification for Account Clerk-Typist accepted and adopted by Geneva City School District on 2/10/00)

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES