

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This class includes a wide group of positions involved primarily with the clerical tasks involved in accounting and auditing. Positions in the class systemize information about transactions and activities into accounts and quantitative records using typewriters and/or data entry machines part of the time. This class and series of titles is distinguished from other clerical positions by the need for considerable arithmetic skill and accuracy. Employees usually work under general supervision. Supervisors are available for consultation on unusual problems and provide instructions concerning new or difficult assignments. An Account Clerk Typist does related work as required.

TYPICAL WORK ACTIVITIES:

- Posts to journal or ledger accounts 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 or records;
- Types forms, letters, invoices, vouchers, records, payrolls, judgements, reports, index cards, and similar materials;
- Classifies receipts and expenditures and distributes costs according to a prescribed code;
- Compiles data for the preparation of financial and statistical reports;
- Computes payroll deductions, prepares payroll abstracts, and maintains records of leave time used;
- Verifies and reconciles account balances according to a prescribed procedure;
- Makes arithmetic computations;
- Makes bank deposits;
- Batches, sorts, indexes, and files mail, bills, requisitions, records, etc.;
- Operates calculating, check writing and other office machines;
- Converts items of information into alphanumeric codes and enters on records for data processing;
- Processes various receivables and payables or may specialize in types of transactions or activities such as auditing, purchasing, medical or other billings, insurance, payroll, taxes, support collections, reimbursements, disbursements, labor and material cost records maintenance, budgeting, statistics, etc.;
- May utilize electronic data processing systems to process, record, and report data.

FULL PERFORMANCE KNOWLEDGES, 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 accurately operate an alpha-numeric keyboard, however, speed is not a significant factor; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to deal effectively with the public and others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a standard high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/18/87

Reviewed: 3/23/88

Revised: 1/22/15; 7/20/16