

## **PRINCIPAL ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. The incumbent plans, assigns and supervises major account keeping activities. Work is performed under general supervision and in accordance with outlined policies and procedures, but calls for the frequent exercise of independent judgement. Difficult technical or policy problems are referred to a supervisor for decision or review of judgement where recommendations are initiated. Supervision may be exercised over lower level clerical personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Maintains payroll records;
- Performs complex account keeping activities by using knowledge of modern methods of maintaining financial records;
- Plans, assigns and reviews a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
- Assumes responsibility for the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
- Assists in the preparation of annual operating budgets by providing reports and records and insures the maintenance of necessary financial controls;
- Revises, systematizes and installs account keeping methods and procedures;
- Conducts correspondence in connection with financial matters;
- Assists in the preparation of the annual audit;
- Makes rapid and accurate arithmetic computations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern methods used in maintaining and checking financial records and reports;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business English;
- Good knowledge of personal computers and office equipment;
- Ability to plan, assign and supervise the work of account keeping and clerical assistants;

- Ability to understand and carry out complex oral and written directions;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to prepare correspondence and reports;
- Ability to secure the cooperation of others;
- Ability to deal effectively with the public;
- Ability to readily acquire familiarity with department organization, functions, laws, policies and regulations;
- Ability to deal effectively in meeting stressful deadlines;
- Good judgement in solving complex account keeping problems;
- High degree of accuracy;
- Initiative;
- Resourcefulness;
- Tact and courtesy;
- Integrity;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) A Bachelor's Degree\* in Accounting, Business Administration or a closely related field with at least twelve (12) credit hours in accounting having been successfully completed; **OR**
- B) An Associate's Degree\* in Accounting, Business Administration or a closely related field, with at least twelve (12) credit hours in accounting having been successfully, and two (2) years of paid fulltime experience in the maintenance of financial accounts or records; **OR**
- C) Graduation from high school, and five (5) years of paid fulltime experience in the maintenance of financial accounts or records.
- D) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

\*Note: 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.

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