

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important account keeping work involving responsibility for the proper maintenance of accounting records and requiring the application of experience and judgement in processing complicated or non-repetitive accounting transactions. An incumbent selects from among a variety of prescribed accounting codes and classifications and may trace transactions through previous accounting steps to determine sources of discrepancies. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement. Supervision may be exercised over the work of clerical assistants. A Principal Account Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and reviews the checking of account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- May maintain payroll records and process payrolls;
- Conducts correspondence pertaining to the work;
- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll receipts, voucher records, and other original entry media;
- Balances books and compiles reports to show revenues and expenditures and other information pertinent to the business of the organization;
- Assists in preparation of budgets;
- Trains and evaluates the work of new employees;
- May perform duties and responsibilities of position using an electronic data processing system to process, record, and report accounting data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping financial accounts and records; good knowledge of office terminology procedures and equipment; good knowledge of business arithmetic and English; ability to follow oral and written directions; ability to secure the cooperation of others; clerical aptitude; good judgement; integrity.

MINIMUM QUALIFICATIONS: Three (3) years of experience in the compilation of financial accounts and records.

NOTE: Successful completion of coursework at a college or university* which includes fifteen (15) semester credit hours in accounting may be substituted for two (2) years of the required experience.

*Your coursework must have been completed at 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 coursework was completed at 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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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