

## SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important and difficult clerical work involving responsibility for independent performance of varied account-keeping and clerical duties. Work requires the exercise judgement in the application of procedures to specific situations as well as a general understanding of department policies. Work is performed under general supervision with detailed instructions given regarding department objectives and for each new assignment. Supervision may be exercised over the work of clerical assistants. A Senior Account Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Classifies a variety of receipts and expenditures, and distributes cost according to a prescribed code;
- Reviews and checks complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- May assign work, review and record work done, and instruct new employees in the specialized account-keeping and clerical work of a unit;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry;
- Issues receipts for monies received;
- Posts to journal or ledger accounts from a variety of original entry media;
- Prepares summary statements of ledger balances;
- Compiles payroll data and checks payroll;
- Compiles and prepares labor material and operational costs records and reports;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- Operates computing, calculating, checkwriting and other office machines;
- Compiles and prepares data for snow, ice control weather, equipment purchases, and similar records and reports;
- Records tax sales and prepare tax sales lists and tax sales notices.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of business English; ability to understand and carry out oral or written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; integrity; tuck and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Two (2) years of clerical experience involving the maintenance and checking of financial accounts or records.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION