

CLAIMS MANAGEMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform specialized office work requiring thorough knowledge of vendor claims processing utilizing a computerized accounts payable system. Unique to this position is the interaction with vendors and city personnel to assist in the coordination of the payment processing while maintaining the city's cash flow management. The volume of work and the extent of detailed work remains constant throughout the year, although volume increases at the end of the fiscal year. The activities of employees in this class work autonomously with indirect supervision. Various routine clerical tasks, such as filing, sorting, answering telephones are also performed. Supervision is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Updates and maintains computerized accounts payable accounting system;
- Selects vendors to be paid on weekly abstract based on available cash flow;
- Determines total abstract disbursements to ensure availability of funds;
- Oversees and directs vendor claim inquiries;
- Manages claims payable with customers;
- Generates and distributes A/P reports to various departments;
- Reconciles vendor accounts with vendor statements;
- Arranges A/P checks for distribution;
- Updates voided checks to outstanding check list;
- Verifies accuracy of vouchers and makes necessary corrections according to prescribed procedures;
- Maintains records and files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic accounting principles and practices;
- Good knowledge of computerized accounts payable accounting systems;
- Good interpersonal skills and customer relations abilities;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of modern methods used in maintaining financial accounts and records;
- Ability to perform mathematical computations quickly and accurately;
- Ability to follow written and verbal instructions;

- Ability to get along with others;
- Accuracy;
- Financial acumen;
- Clerical aptitude;
- Mental alertness;
- Tact and courtesy;
- Good judgement;
- Physical condition commensurate with the demands of the position.

QUALIFICATIONS:

- A) Graduation from a regionally accredited New York State college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration and Accounting and one (1) year of fulltime paid experience in a financial institution or business office working in the accounting field; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in a full time paid position in a financial institution or business office working in the accounting field; **OR**
- C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

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