

## **SENIOR ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performance and/or supervision of moderately difficult and responsible clerical work in maintaining and reviewing financial accounts and records. The incumbent is responsible for independently performing and/or supervising varied account keeping, reviewing and related tasks. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Unusual problems or situations, not previously encountered, are referred to supervisors or by another step in the account keeping process. Immediate supervision may be exercised over one or more lower clerical personnel.

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

- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
- Posts entries to journal and/or ledger;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Supervises lower clerical personnel in the verification and reconciliation of individual account balances;
- Conducts correspondence on matters where policies and procedures are well defined;
- Issues receipts for monies received;
- Compiles payroll data, prepares and checks payrolls;
- Compiles and prepares labor, material and operational cost records and reports;
- Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Operates computing, calculating, check writing and other office machines;
- Prepares reports from journal or ledger;
- Compiles data, prepares and analyzes complex financial and statistical records and reports;
- Assists in the preparation of unit or departmental budget and in maintaining budget control;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of modern methods used in maintaining financial accounts and records;
- Good knowledge of personal computers, office terminology, procedures and equipment;
- Good knowledge of business English;
- Ability to understand and carry out oral and written directions;
- Ability to plan and supervise work of others;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to write legibly;
- Ability to get along well with others;
- Clerical aptitude;
- Mental alertness;
- High degree of accuracy;
- Neatness;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or a high school equivalency diploma and two (2) years of satisfactory paid fulltime experience involving the maintenance of financial accounts and records; **OR**
- B) Three (3) years of satisfactory paid fulltime work experience involving the maintenance of financial accounts and records; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**PROMOTIONAL FIELD:**

Two (2) years of satisfactory paid fulltime experience involving the maintenance of financial accounts and records with the City of Albany, Albany City School District or Albany Housing Authority.

Revised: 4/19/77  
7/18/79  
1/30/02