

## SENIOR ACCOUNT CLERK (CSL 55B)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing difficult and responsible clerical work in maintaining and checking financial accounts and a variety of related records. The duties require the exercise of independent judgment in the application of established procedures to specific situations as well as general understanding of departmental policies. The work is performed at a duty location where required books, materials, and equipment are made readily accessible to the incumbent. Work is accomplished under the general supervision of a Principal Account Clerk with detailed instructions available when necessary to complete an assignment other than routine. Direct supervision may be exercised over the work of subordinate clerical employees. A Senior Account Clerk (CSL 55 B) 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 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.

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; tact and courtesy; physical condition sufficient to perform the essential functions of the position in a reasonably accommodated work area.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time clerical experience involving the maintenance and checking of financial accounts or records; or any equivalent combination of training and experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/23/79