

MCSC Revised 6/5/80, 4/9/81
11/29/84, 9/7/89
MCSC Reviewed 1/7/93; 6/26/97
MCSC Revised 6/12/02; 6/24/04
MCSC Reviewed 9/7/06
MCSC Revised 9/10/09
MCSC Revised 5/12/11

Code 1115
Administrative, Clerical and Fiscal Group
Accounting, Auditing and Collection Series

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is detailed accounting clerical work which may be performed in the various departments of City government. The work involves a variety of duties such as routine calculating, posting of business transactions, preparing and working with documents, ledgers, vouchers, cost controls, typing, computer data entry and performing as Cashier as needed. The work is performed under the general supervision of a superior and is usually reviewed through spot checks, cross checking, or by other steps in the account-keeping process. The incumbent may exercise supervision over assigned subordinates, such as Junior Account Clerks. The Account Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a record of cash receipts and sales;
Contacts supervisors and operating personnel to outline methods to be used for reporting cost data;
Codes labor, equipment, and material costs and posts to appropriate records;
Reviews expense reports to establish correctness and conformance to established regulations;
Verifies and reconciles account balances as directed;
Prepares payrolls in connection with other account clerk duties;
Checks and maintains various records including but not limited to service charges and used rate charts, fuel and maintenance expenses, and petty cash records and disbursements;
Types letters, checks, legal documents and reports;
Prepares requisitions; files papers, documents, etc.;
Operates office machines and equipment such as copier, calculator, personal computers, fax machines, scanners, etc.;
Functions as Cashier as needed; accepts payments of taxes, water/sewer bills and other revenues; computes interest and penalty charges;
Issues tax search certificates, prepares tax arrear forms; prepares computer input for preparation of paid and unpaid tax registers;
Prepares and maintains periodic In-Rem lists of delinquent taxes;
Accepts applications for various uses including the use of City property and requests for copies of Vital Records;
Reviews and issues various State and City licenses;
May deal with general public; taking written reports, responding to questions and complaints;
Acts as storekeeper for office supplies; keeps inventories and maintains cost records of disbursements of office supplies;
Deals with vendors, obtains prices, uses the internet for cost comparison and purchasing research, expedites orders, and performs other miscellaneous purchasing functions;
Performs computer data entry, word processing functions, and spreadsheet and database development;
Researches and recommends budget figures.

ACCOUNT CLERK (Continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of clerical methods used in keeping fiscal accounts and records and of office terminology, procedures, routines and equipment; good knowledge of business arithmetic and English; skill in typing and keyboarding; ability to understand and carry out complex oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associates degree in Business Administration or related field;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving maintaining and checking financial accounts and records;

NOTE: Additional appropriate education beyond high school may be substituted for experience on a year-for-year basis.