

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is detailed accounting clerical work which is performed in the administrative offices of the Niagara Falls Public Library. The work involves a variety of duties such as routine calculating and posting of business transactions, preparation of reports on cash received from the main and branch libraries and preparation of bank deposits; working with documents, ledgers, invoices, vouchers, cost controls, typing, computer data entry and assisting with cash related functions in other library departments 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 other assigned subordinates. The Account Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a record of cash received from library patrons for fines, lost and damaged materials, local governments and other public funding sources as well as outside agencies and organizations; Classifies expenditures for library materials, supplies and equipment and prepares claim vouchers to enable payments to be issued; Reviews expense reports to establish correctness and conformance to established regulations; Verifies and reconciles account balances as needed or directed; Checks and maintains various records including but not limited to service charges, maintenance expense, and petty cash records and disbursements; Prepares requisitions; files papers, documents; may prepare letters, check documents or other reports; Acts as a purchasing agent and storekeeper for office supplies; keeps supplies inventories and maintains 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; May research and recommend budget figures and estimates; Operates Office machines and equipment such as copier, calculator, personal computers, fax machines, postage meters; scanners, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of clerical methods used in keeping fiscal accounts and records and of office terminology specific to operations in public library; procedures, routines and equipment in a public library; good knowledge of business arithmetic and English; skill in typing and keyboarding; ability to understand and carry out complex oral and written instructions and 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.

ACCOUNT CLERK - LIBRARY

(continued)

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 maintenance of and checking of financial accounts and records;

NOTE: Additional appropriate education beyond high school may be substituted for experience on a year-for-year basis. Specific training or experience with internal controls, government accounting, accounting systems and financial reporting will also be accepted.