

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of entry level account clerical, auditing, and bookkeeping functions. An employee in this class works under general supervision on standard assignments. Procedures are typically established in detail and administrative guidance is available for determining how to handle a difficult or unusual task, or to provide instructions regarding assignments.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Posts to a variety of accounts money received and disbursed;

Makes out checks and keeps records of checks issued;

Processes a variety of documents relating to payroll;

Collects and deposits funds in various accounts;

Audits bills and payrolls and other financial records;

Makes reports of checks issued, money collected and refunded and of other financial transactions to proper authority;

Balances accounts;

May compile and maintain financial records;

Operates calculating, adding or other office machines;

Operates a personal computer using standard word processing and spreadsheet applications;

Answers telephone calls and give information on routine matters;

Performs a variety of related clerical and account keeping tasks;

May perform incidental typing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Working knowledge of the methods used in keeping financial records and office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to learn basic entry level operations using standard software for word processing, spreadsheets, and/or database management; ability to understand and carry out oral and written directions; ability to work effectively with others; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact; and courtesy.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry level account clerical/auditing aptitude and competence by successfully participating in an entry level account clerical/auditing examination.

SPECIAL REQUIREMENTS: Appointments to certain departments may require candidate to possess a valid driver's license and/or ability to lift and carry forty (40) pounds.

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Last Reviewed: 07/11/96

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in classplan on 7/7/05

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