

BOOKKEEPER-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is important bookkeeping or semi-technical accounting work involving responsibility for independently maintaining a set of general books in accordance with general and infrequent instructions. The work is performed under general supervision and may involve the supervision of clerical subordinates.

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.*

Maintains general and subsidiary journals and ledgers;

Audits and allocates appropriation vouchers;

Prepares bills, payrolls and cash reconciliations;

Takes trial balances;

Adjusts and closes books;

Prepares financial statements, makes special studies of financial and accounting problems as directed and prepares tentative budget estimates;

Prepares and types tax sales advertising and public service corporation tax bills.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; practical working knowledge of single and double-entry bookkeeping; ability to get along well with others; clerical aptitude; ability to type; good accounting judgment; neatness of appearance; tact; and courtesy.

BOOKKEEPER-TYPIST**Page 2****MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Accounting or a related field and two (2) years of clerical experience including one (1) year of experience in the compilation and maintenance of financial accounts and reports.
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience including one (1) year of experience in the compilation and maintenance of financial accounts and reports.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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