

INFORMATION PROCESSING AND ACCOUNTING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of entry level account clerical, auditing and bookkeeping functions with additional responsibility for frequently performing electronic data processing in a County department. An employee in this class works under general supervision and assists department staff in the use and routine maintenance of certain personal computer program applications. Procedures are typically established in detail and administrative guidance is available for determining how to handle a difficult or unusual task.

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.*

Utilizes electronic data processing equipment in the course of performing duties and responsibilities;

Performs a variety of editing, formatting and other text production functions;

Provides assistance and instructions in the use of custom software applications and assists in
correcting problems and errors;

Assists in creating computer software assistance guide manuals and schedules individual and group
training sessions;

Verifies completeness, accuracy and proper entry into computer systems according to established
standards, statutes and regulations;

Assists in preparing periodic and statistical reports;

Posts to a variety of accounts money received and disbursed;

Balances accounts;

Operates calculating, adding or other office machines in the compilation and maintenance of
financial records;

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Answers telephone calls and gives information on routine matters;

Ensures HIPAA regulations are met under the guidance of the Compliance Coordinator o

Consultant;

May attend job related training;

May assist a health related department with Medicare and Medicaid charts and files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of basic computer operations using standard software for spreadsheets and/or databases; good knowledge of database/spreadsheet software application; working knowledge of the methods used in keeping financial accounts and records and office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to enter data into a query at a fast rate of speed and issue reports from database and spreadsheet programs; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; and good judgment.

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 or higher in Business Administration, Accounting, Secretarial Science or a closely related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience entering data, running queries and generating reports from a computer database or spreadsheet program; or

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(C) An equivalent combination of training and experience as defined by the limits of

(A) and (B) above.

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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