

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for independently performing difficult and varied account keeping, auditing, statistical, payroll, or other procedures requiring the use of mathematical calculations. Incumbents will perform a variety of account keeping clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations. Typing will also be a significant responsibility in this position. The work requires an understanding of office rules, procedures, and policies. Work is performed under general supervision in accordance with a prescribed routine but with little day to day instruction. Unusual problems or situations not previously encountered are usually referred to supervisors before action is taken. Supervision may be exercised over the work of assigned clerical or account clerical staff.

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.*

Classifies a variety of receipts and expenditures and distributes items according to prescribed procedure;

Maintains accounts for a major account classification such as payroll, accounts payable, or accounts receivable;

Reviews and checks complex account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

Operates computing, calculating, check writing, and other office machines, including electronic data processing equipment, in the course of performing duties and responsibilities;

Prepares checks or other payment devices for bills or payroll;

Conducts routine correspondence on matters where policies and procedures are well defined;

Verifies and reconciles a number of account balances according to a prescribed routine;

Posts to journal or ledger from a variety of original entry media;

Prepares routine reports from information taken from journal or ledgers, including formatting graphic presentation of statistical data, testing for statistical significance, validating information, and writing narratives;

Complies and prepares labor material and operational cost records and reports, including compilation of financial and other data for the preparation for budget documents;

Processes, sorts, indexes, records, and files a variety of control records and reports;

Receives requisitions or invoices and checks for accuracy;

Compiles data and analyzes complex financial and statistic records or reports.

Performs a variety of standard keyboarding tasks including typing correspondence, tabulating, typing records and reports, setting margins and tabs, and similar functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the basic principles and practices of accounting and bookkeeping; good knowledge of double entry bookkeeping; good knowledge of business arithmetic and English; good knowledge of standard keyboarding practices; familiarity with bookkeeping terms, concepts, and relationships; ability to code data for machine processing and statistical analysis; ability to accurately record financial transactions; ability to solve elementary accounting and bookkeeping problems; ability to perform common office record keeping tasks involving the organization and collation of data from several sources; ability to maintain a record

system of running balances; ability to understand and interpret written material; ability to type with accuracy; ability to maintain complex records and to prepare reports; ability to understand and follow detailed oral and/or written instructions; ability to perform arithmetic computations rapidly and with accuracy; ability to write legibly; ability to plan and supervise the work of clerical staff; initiative and resourcefulness; ability to work effectively with others; clerical aptitude; mental alertness; neatness; tact and courtesy; dependability; and integrity.

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 or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the compilation and maintenance of financial accounts and reports and typing; or
- (C) Three (3) years of experience as described in (B) above.

Note: Successful completion of coursework in business administration, accounting, or a related field at a college or university, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience, for a maximum twelve (12) semester credit hours.

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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Adopted on: 06/11/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan on 9/8/06
Revised and Replaced in Classplan: 3/9/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)