

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position responsible for the performance of routine account keeping and clerical duties including typing. The work involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. Incumbents usually work on standard assignments in accordance with definitely defined procedures. The class differs from that of Senior Account Clerk Typist by virtue of performing less complex account keeping duties and the absence of supervisory responsibilities. Work is performed under the direct supervision of a higher level employee with minimal leeway allowed in the completion of work assignments. Supervision over others is not normally a function of this class.

TYPICAL WORK ACTIVITIES:

1. Processes and audits vouchers for payment to vendors and encumbers proper account.
2. Posts to journal or ledger accounts from appropriations, expense invoices, payroll, receipts, voucher records and other original entry media;
3. Prepares summary statements of ledger balances;
4. Receives remittances by mail or in person, verifies amount, computes interest and penalties, and posts to book of original entry;
5. Compiles payroll data and prepares payroll;
6. Verifies and reconciles account balances according to a prescribed procedure;
7. Reviews and checks routine bookkeeping records and reports for arithmetic and clerical accuracy;
8. Types financial and statistical reports as required;
9. Sorts, indexes and files a variety of records and reports;
10. May act as a receptionist, answer telephone and direct complaints to proper officials;
11. May operate various office machines including electronic data processing equipment used in the performance of account keeping duties;
12. Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices and procedures of account keeping; working knowledge of office terminology, procedures, and equipment; working knowledge of business English and arithmetic; ability to maintain neat and legible records; ability to understand and effectively carry out oral and written directions; mathematical aptitude; patience; integrity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the performance of account keeping and/or bookkeeping;
- OR: (B) Completion of one year (30 credits are equal to one year) of college, business school or other post high school training which included two courses in account keeping or book-keeping;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e., courses in typing or typing work experience.