

Civil Division: Oneida County Government, Towns, Schools, Oneida Herkimer  
Solid Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 08/15/01

### **SENIOR ACCOUNT CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform clerical and typing work, in maintaining and checking financial accounts and records which involves the application of standardized account-keeping practices. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only in-frequent general instructions. Work is performed under general super-vision. Supervision may be exercised over the work of one or more clerical assistants. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and leads in the posting and maintenance of a variety of accounts, including cash receipts/disbursements, accounts receivable and payable;  
Supervises and leads in the compilation of payroll data, and the preparation and checking of payrolls;  
Audits invoices and claims, purchase orders, payrolls and time sheets;  
Supervises and leads in the balancing and reconciling of a variety of accounts and the preparation of summary statements of ledger and journal balances;  
Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;  
Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;  
Issues receipts for monies received;  
Compiles and prepares labor, material and operational cost records and reports;  
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;  
Maintains perpetual inventory of items and equipment in stock;  
Distributes payroll and other cost items to various accounts and funds;  
Receives and deposits funds in various accounts, and issues receipts for funds received;  
Records apportionments from State Tax Department;  
Distributes expenses according to various titles and grant years;  
Compiles data, prepares financial and statistical reports;  
Records vendor bills and payments on individual client cards and vendor account sheets;  
Assists in keeping and preparing a variety of correspondence, reports, and filing;  
Operates computer, calculator, adding machine, typewriter, bookkeeping machine, check writing machine and other machines as required;  
Answers the telephone and provides information on financial matters;  
May assist with audit/fiscal monitoring of program funds;  
May prepare cash disbursement sheets;  
May prepare/maintain purchase requisitions/orders;  
May prepare paperwork for public bid openings;  
May prepare Federal Cash Report;  
May prepare invoices for billings;  
May compile indirect payment rolls in paying Medicaid bills to doctors, hospitals and other vendors;  
continued...

**TYPICAL WORK ACTIVITIES (cont'd):**

May verify medical services for reimbursement;  
May assist with department budget preparation;  
May maintain patient folders and ledger accounts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern methods and procedures used in the keeping and checking of financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to understand and follow oral and written directions; ability to write legibly; ability to supervise the work of others; a high degree of accuracy; good judgement; clerical aptitude.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university, including or supplemented by six (6) semester credit hours in accounting; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience which shall have involved typing, maintaining and checking financial accounts or records; **OR**
- (C) Four (4) years of experience, as listed in (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/82

Revised: 01/22/91, 05/25/94, 06/12/97, 0815/ 01

*Title in promotional series: Account Clerk/Account Clerk- Typist, Senior Account Clerk/Senior Account Clerk-Typist, Principal Account Clerk, Accounting Supervisor, Principal Accounting Supervisor*