

Jurisdictional Class: Competitive
Non-Competitive (part-time) – See Rules Appendices
EEO Category: Administrative Support
Revised: 11/20/2023

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform supervisory or difficult clerical work in maintaining and checking financial accounts and records which involves the application of standardized account keeping practices. General policies and procedures are established for work of this class, but employees exercise independent judgment in the handling of details. The work is performed under general supervision. Supervision may be exercised over other clerical employees. The 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;

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TYPICAL WORK ACTIVITIES (Continued):

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 judgment; 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 experience which shall have involved maintaining and checking financial accounts or records; **OR**
- (C) Four (4) years of experience which shall have involved maintaining and checking financial accounts or records.

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

Adopted: 03/02/1982

Revised: 01/22/1991, 05/25/1994, 06/12/1997, 08/15/2001, 11/20/2023