

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT  
DATE AMENDED: APRIL 16, 1991

### **SENIOR ACCOUNT CLERK**

#### **GENERAL STATEMENT OF DUTIES:**

Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; does related work as required.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is important clerical work involving responsibility for independently performing and/or supervising varied account keeping, clerical and related tasks which require a general understanding of specific laws, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only general supervision. Supervision may be exercised over the work of one or more full or part-time clerical assistants.

#### **EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

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. Has charge of posting to journal or ledger from a variety of original entry media. Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension. Supervises the verifying and reconciling of individual account balances. Complies 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. Operates computing, calculating, check writing, fax machine, copy machine and other office machines applicable to position. Is responsible for the preparation of reports from journal or ledgers. Working from rough draft or from data, personally develops accounting and financial statements, payrolls, statistical tabulations and data, form letters memoranda, vouchers, reports, requisitions and other materials. Conducts routine correspondence on matters where policies and procedures are well defined. Answers telephones and gives out routine information.

#### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of modern methods used in maintaining financial accounts and records, good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness, high degree of accuracy; neatness; tact and courtesy; good physical condition.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Graduation from high school or possession of a high school equivalency diploma and two years of experience in compilation and maintenance of financial accounts and records; or any equivalent combination of experience and training.

#### **FOR PROMOTION:**

Permanent competitive class status in the Newburgh Enlarged City School District for EITHER;

- (a) two years as an Account Clerk or
- (b) Account Clerk/Typist; OR four years as a Clerk or Typist.