

## **ACCOUNT CLERK I**

**02000**

**(Competitive)**

### DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing specialized clerical work, responsibility in maintaining financial records and accounts of some variety and complexity and/or assisting in performing more difficult and responsible phases of the work. An employee in this class applies routine and standardized account keeping practices in posting and balancing to journals, ledgers and other records of financial transactions. Work is performed in accordance with clearly, established account keeping methods and procedures. An Account Clerk I usually works under close supervision of a higher level Account Clerk or Accountant, except on standard assignments, with definitely defined procedures. The superior primarily through verification of financial records and statements reviews Work, with instructions being provided on each new assignment. Records are also subject to local and state auditing. Supervisory responsibilities are not typically a function of this class. Incumbents may be required to successfully pass a background check. Does related work as required.

### TYPICAL WORK ACTIVITIES

Posts to journals or subsidiary ledgers from records of appropriations, disbursements, invoices for purchases, payroll, receipts or any other original entry media, either manually or by use of a data entry terminal or personal computer (PC).  
Computes or assists in computing and balancing payrolls, including figuring overtime, deductions, garnishes and adjustments.  
Receives remittances or fees by mail or in person: verifies amount, issue receipts, computes interest and penalties where applicable, post amounts to appropriate ledgers.  
Assists in maintaining labor, material and cost of operations records.  
Assists in verifying and reconciling account balances according to prescribed procedures.  
Assists in reviewing and checking financial records for arithmetical accuracy and completeness.  
Operates adding, calculating and other standard office machines.  
Performs a variety of routine clerical tasks such as sorting, indexing and filing requisitions vouchers, payrolls, ledger cards and other materials to be maintained in a central filing system.  
May, use a data entry terminal, or personal computer PC for filing or obtaining information.

### WHEN ASSIGNED TO THE ONONDAGA COUNTY HEALTH DEPARTMENT:

Participates in public health preparedness activities as trained and assigned.

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

Good knowledge of the principles and practices of keeping financial accounts and records.  
Good knowledge of standard office terminology, procedures and equipment.  
Ability to make arithmetic computations rapidly and accurately.  
Ability to apply bookkeeping principles to assigned ledgers and subsidiary journals.  
Ability to compile and prepare financial and statistical reports from original Entry data.  
Ability to learn the operation of adding and calculating machines as well as other office machines, if previous work experience did not require these skills.  
Ability to use common office equipment including equipment having alphanumeric keyboards, photocopiers, and CRT's.

### MINIMUM QUALIFICATIONS

- A. One (1) year of full time work experience, or its part time equivalent, which must include as a regularly occurring function of the job some financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking vouchers and purchase orders for arithmetical accuracy and completeness; or,
- B. Successful completion of three (3) semester credit hours in college level Accounting from a regionally accredited or New York State registered college, university, or business school.

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