

ACCOUNT CLERK - TYPIST

As of 1/1/2022 \$14.25-\$18.25

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of standardized account keeping and clerical tasks or assisting in the performance of more difficult and complex account keeping and clerical tasks requiring either the full-time or substantial part-time operation of a typewriter. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures with some leeway for the use of independent judgment in carrying out the details of the work. Detailed instructions are provided for new or unusual assignments. This class differs from other classes in the Account Clerk series by virtue of the limited complexity of the work performed, degree of supervision received and the responsibility for the operation of a typewriter. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Posts to journal or ledger accounts from appropriation, expense, invoices, payroll, receipts, voucher records and other original entry materials; *N/A Done by COP*
- Receives, processes, verifies, and audits invoices and allocates costs by tasks, accounts, funds and functions in accordance with prescribed rules, regulations and procedures. *Account Clerk*
- Prepares accounting and fiscal status reports and maintains control accounts on services rendered and paid; *N/A*
- Assists in maintaining labor, material and operational cost records; *Account Clerk*
- Computes payroll deductions, prepares payroll abstracts and maintains records of leave time used; *Michelle (not done by CSEA Employee)*
- Types and maintains correspondence, reports, minutes of meetings, records bills, purchase orders, purchase requisitions, and other material and records; *Done by Michelle*
- Compiles data for and assists in the preparation of simple financial and statistical reports;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Maintains petty cash funds; *N/A*
- Collects payment for and maintains records on taxes, water bills, and employee health insurance, cashes up funds collected and makes bank deposits; *Michelle*
- Sorts, indexes and files requisitions, correspondence, vouchers, reports and other material;
- Issues receipts for monies received; *N/A This line shouldn't be highlighted*
- Assists in the preparation of a variety of State and Federal reimbursement claims; *Michelle*
- Answers telephone and provides routine information;
- Operates computing, calculating, bookkeeping and other office machines. *Book Year 2022*
↑ All done on a PC.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and checking financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to type at an acceptable rate of speed; ability to follow oral and written instructions; ability to get along well with others; clerical aptitude; high degree of accuracy; tact and courtesy; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; 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, including or supplemented by a course in typing and accounting or bookkeeping; or
- (b) One year of clerical experience primarily involving typing and the maintenance of financial accounts and records.

Adopted: 1/10/83

Revised: 7/10/06

Revised: 3/27/09