

Department: Social Services Accounting Department
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 21
FLSA Non Exempt

DEPARTMENT OF SOCIAL SERVICES ACCOUNT CLERK TRAINEE
(ACCOUNTING DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position. Appointment following examination for a one year term during which time incumbents learn the basics of various phases of account keeping practices within the Accounting Department of Social Services. The work involves responsibility for learning and performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records within the Department of Social Services. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains to post to journal or ledger accounts from appropriations and revenues, invoices, payroll, receipts, voucher records and other original entries;
Trains to verify and reconcile account balances;
Trains in compiling data for statistical reporting;
Trains in operations of check systems, computing and calculating;
Operates in daily check runs;
Verifies and reconciles account balances;
Compiles payrolls and program cost records for State and Federal aid claiming;
Assists in operations of Department of Social Services' State Financial Systems for the Office of Children and Family Services and the Office of Temporary and Disability Assistance. This includes but is not limited to the New York State Benefits Issuance Control System, New York State Welfare Management System, New York State Text Report Extractor and Translator System, Dept. of Social Services Financial Maintenance System, Dept of Social Services Cash Receipts Management System and the County Financial System;
Trains in scanning and archiving financial documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written instructions; ability to write legibly; ability to work well with others; clerical aptitude; mental alertness; well organized; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience.

Note: Upon successful completion of a one year term as a Social Services Account Clerk Trainee incumbents will be advanced to Social Services Account Clerk without further testing.

NOTE: Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.