

Department: Social Services Accounting Department
Classification: Competitive
Grade: 7

SPEC DISK F1
DOCUMENT 24
FLSA Non Exempt

DEPARTMENT OF SOCIAL SERVICES ACCOUNT CLERK
(ACCOUNTING DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records within the Accounting 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)

Posts to journal or ledger accounts from appropriation and revenues, invoices, payroll, receipts, voucher records and other original entries;
Compiles data for and helps in the preparation of financial and statistical reports;
Operates check systems, computing and calculating;
Operates in daily check runs;
Verifies and reconciles account balances;
Complies 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

(a) Successful completion of one year term as a Social Services Account Clerk Trainee.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma and one year of paid experience in maintaining financial accounts and records; or

(b) Three years of paid experience in maintaining financial accounts and records; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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