

Department: Social Services  
Classification: Competitive  
Grade: 12

SPEC F1  
DOCUMENT 22

DEPARTMENT OF SOCIAL SERVICES PRINCIPAL ACCOUNT CLERK  
(ACCOUNTING DEPARTMENT)

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work within the Accounting Department of Social Services. Work is performed under general supervision and in accordance with outlined policies and procedures but calls for the frequent exercise of independent judgement. Difficult technical or policy problems are referred to a supervisor for decision or review of judgement where recommendations are initiated. The incumbent does related work as required.

*TYPICAL WORK ACTIVITIES:* (Illustrative only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the oversight of that work;  
Directs the audit of varied accounts, claims and records and the preparation of reports;  
Conducts correspondence in connection with financial matters.  
Oversees Posting to Ledgers or Journal Accounts for appropriations and revenues, invoices, payroll receipts, voucher records and other original entries;  
Supervises verifies and reconciles account balances;  
Compiles data for statistical reporting;  
Supervises payroll and program cost records for state and federal aid claiming;  
Oversees check systems, computing and calculating;  
Operates in daily check runs;  
Supervises the preparation of purchase orders;  
Assists Commissioner in preparation of annual budget and insures the maintenance of necessary financial controls;  
Provides oversight and claiming responsibility 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, the Department of Social Services Financial Maintenance System, the Department of Social Services Cash Receipts Management System, the County Financial System, New York State Medicaid Program, New York State Cash Management System, New York State Medicaid Data Warehouse System, Department of Social Services Fiscal Trust System; New York State Automated Claiming System, Department of Social Services payroll Management System, Department of Social Services Time Study System and the Department of Social Services budget Maintenance System.

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:*

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of Business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to make arithmetic

computations rapidly and accurately ; ability to prepare correspondence and reports; ability to secure the cooperation of others, ability to deal effectively with the public ; ability to readily acquire familiarity with departmental organization, functions, law, policies and regulations; good judgement in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness; tact and courtesy, integrity; ability to effectively communicate between subordinates and management; ability to direct a team with clear direction and expectations while implementing the work of the agency; excellent supervision with the ability to coach and teach these skills; ability to provide supervision and coaching to subordinates; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS: Examination open to employees with twelve (12) months of permanent competitive status as a Social Services Senior Account Clerk or a Senior Account Clerk within the Accounting Department of Social Services or twenty-four (24) months of permanent competitive status as a Social Services Account Clerk or an Account Clerk within the Accounting Department of Social Services

OPEN COMPETITIVE:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Accounting, Business Administration or Economics and three years of experience in maintaining financial accounts and records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five years of experience in maintaining financial account and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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