

Department: Social Services Accounting Department  
Classification: Competitive  
Grade: 9

SPEC DISK F1  
DOCUMENT 23

**SOCIAL SERVICES SENIOR ACCOUNT CLERK**  
**(ACCOUNTING DEPARTMENT)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing moderately difficult clerical and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies within the Accounting Department of Social Services. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

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;  
Provides oversight and direct 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 NYS Benefits Issuance Control System, New York State Welfare Management System, New York State Text Report Extractor and Translator System, Department of Social Services Financial Maintenance System, 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 and the Dept. of Social Services Fiscal Trust System.

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

Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; tact and courtesy; ability to provide supervision and coaching to subordinates; the ability to listen to, communicate with and motivate individuals; physical condition commensurate with the demands of the position.

**PROMOTION:** Satisfactory completion of 18 months permanent competitive service as a Social Services Account Clerk, Social Services Account Clerk Trainee or an Account Clerk within the Accounting Department of Social Services.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or
- (b) Five years 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.***

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