

Department: In all Civil Divisions
Classification: Competitive
Grade: 11

SPEC F1
DOCUMENT 30

PRINCIPAL ACCOUNT CLERK

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. 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 specialized details of this work;
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
Revises, systematizes and installs account keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
May supervise the preparation of purchase orders and the securing bids from vendors;
Conducts correspondence in connection with financial matters.

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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONS: Examination open to employees with twelve (12) months of permanent competitive status as a Senior Account Clerk or twenty-four (24) months of permanent competitive status as an Account Clerk within a department of Essex County.

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).

REVISED-8/24/1999

REVISED-7/24/2014

REVIEWED-6/12/2018