

Department: Social Services  
Classification: Competitive  
Grade: 8

SPEC DISK F2  
DOCUMENT 46

SENIOR ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing and/or supervising moderately difficult and responsible clerical and typing duties in maintaining financial accounts and records. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Except for the ability to type, this class is equivalent to that of Senior Account Clerk.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Operates a typewriter in performing duties;
- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done and instructs new employees in specialized account keeping activities;
- Has charge of posting to journal or ledger from a variety of original entry media;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Supervises the verifying and reconciling and individual account balances;
- Compiles and prepares labor, material and operational cost records and reports;
- Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Operates computing, calculating, check writing and other office machines;
- Is responsible for the preparation of reports from journal or ledger;
- Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Answers telephone and gives out routine information or relieves at switchboard.

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, equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and three years of experience in maintaining financial accounts and records which shall have involved typing.