

Department: In all Civil Divisions  
Classification: Competitive  
Grade: 8

SPEC DISK F1  
DOCUMENT 27

## SENIOR ACCOUNT CLERK

**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. 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 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 of individual account balances;  
Conducts correspondence on matters where policies and procedures are well defined;  
Issues receipts for monies received;  
Compiles payroll data, prepares and checks payrolls;  
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;  
Is responsible for the preparation of reports from journal or ledger;  
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;  
Operates computing, calculating, check writing and other office machines;  
Assists in the preparation of unit or departmental budget and in maintaining budget control.

**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; physical condition commensurate with the demands of the position.

**PROMOTION:** Satisfactory completion of 18 months permanent service as an Account Clerk.

**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.***

REVISED 04/15/03  
REVIEWED 6/12/2018