PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns and reviews the maintenance and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the 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;
Directs 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;
Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
Revises, systematizes and installs account keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
Conducts correspondence in connection with financial matters;
Processes and supervises the preparation of purchase orders and the securing of bids from vendors;
Manages record retention for the department;
Operates calculator, computer terminal and other related office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment and business English;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize complex data and prepare records

and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
Ability to perform close, detail work involving considerable visual effort and concentration;
Integrity and good judgement in solving complex account-keeping problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business or closely related field and one year of experience maintaining financial accounts and records*; OR

B) Graduation from high school or possession of an equivalency diploma and three years of experience maintaining financial accounts and records*; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Education beyond an Associate's Degree in Accounting, Business or closely related field may be substituted for experience on a year for year basis.

*financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking voucher and purchase orders for arithmetical accuracy and completeness.

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COMPETITIVE