

SENIOR ACCOUNT CLERK

This position involves moderately difficult clerical responsibility for maintaining varied financial accounts and records through the application of standardized account keeping practices. The work requires a general understanding of specific law, office rules, procedures and policies. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. General supervision is received from higher level supervisors, with leeway allowed for making independent judgments concerning routine policies and procedures.

- Assigns work, reviews and records work done, and instruct new employees in specialized account keeping activities;
- 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;
- Composes and types correspondence on matters where policies and procedures are well defined;
- Compiles payroll data, prepares and checks payrolls;
- Compiles and prepares labor, material and operational cost records and reports;
- Compiles data for and prepares and analyzes complex financial and statistical records and reports;
- Assists in the preparation of unit or departmental budget and in maintaining budget control;

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and two years' experience maintaining financial accounts and records; OR
- (B) Three years of experience as outlined in (A) above.