

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** ASSOCIATE ACCOUNT CLERK I **GRADE:** 9

**TITLE ABBREVIATION:** ASSO ACCT CLK I **TITLE NO.:** 6143

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, assigning, and overseeing major account-keeping activities or independently performing the most difficult account-keeping work and related processes. This class differs from that of a Principal Account Clerk by virtue of the complexity of work being performed and increased level of responsibilities. Work is performed according to prescribed policies and procedures under the general supervision of a designated superior with leeway to exercise independent judgment in carrying out the details of the work. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Oversees the account-keeping function of a department or division and may instruct subordinates in the specialized details of the work;

Oversees and assists in the classification of a complex variety of receipts and expenditures and distribution costs according to prescribed codes;

Directs the audit of various accounts, claims and records and the preparation of reports;

Compiles, prepares, and analyzes a variety of financial and statistical records and reports;

Assists in the preparation of the annual operating budget and ensures the maintenance of necessary financial controls;

Revises and systemizes account-keeping methods and procedures;

Reconciles records of revenue received with bank statements and corrects discrepancies;

Prepares correspondence in connection with financial matters;

Operates a keyboard and make entries into computerized information/word processing/financial systems;

May monitor and project grant expenditures to ensure that grants are appropriately spent down; may process claims for grant reimbursement; may ensure the grant budgets are drafted appropriately and submitted in a timely manner;

May perform other routine clerical tasks including personnel/payroll transactions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of financial accounting and record keeping practices; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of word processing and spreadsheet programs; good knowledge of business arithmetic and English; ability to maintain complex accounts; ability to follow complex oral and written directions; ability to lead and direct the work of others; ability to prepare correspondence and reports; ability to operate computerized account-keeping systems; ability to organize and prioritize varied assignments; accuracy; integrity; good judgment; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Completion of 60 college semester credit hours, 12 credits of which are in Accounting, and two (2) years of experience maintaining financial accounts or records and preparing related reports involving the use of computerized financial accounting systems; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**Special Requirement:** When assigned to the Bursar's Office at Orange County Community College: incumbents will be required to become a commissioned notary public.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 04/29/24 dc