

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ACCOUNT CLERK

TITLE #: 1001

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the application of standardized account-keeping practices used in maintaining and checking financial accounts and records. This class may also assist in performing the more difficult and responsible phases of this type of work. Account Clerks work under general supervision on standard assignments in accordance with well defined and established procedures. Detailed instructions are given for new or difficult assignments and unusual problems or situations are referred to a supervisor before action is taken. The work is checked by immediate supervisors or by another step in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES:

Posts accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Prepares summary statements of ledger balances;

Balances accounts and prepares bank deposits of monies collected;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entry; issues receipts for monies received; prepares summary reports of daily receipts;

Checks daily monetary transactions including balancing of daily receipts and distributing monies to the appropriate offices and agencies;

Audits and processes vouchers which may involve arithmetical computations for determining prices, costs and/or charges;

Compiles payroll data and prepares payrolls for the organizational unit;

Assists in maintaining labor, material and operational cost records;

Verifies and reconciles account balances according to a prescribed procedure;

Sorts, indexes, and files requisitions, vouchers, ledger cards and other material;

Compiles data for and prepares simple financial and statistical reports;

Operates computing, calculating, check-writing and other office machines and/or equipment related to operations;

Answers telephones and refers calls to appropriate staff members;

May perform routine clerical tasks which include typing, filing and other office clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; working knowledge of word processing and basic spreadsheet programs; working knowledge of office terminology, procedures and equipment; ability to maintain and check financial accounts and records; ability to operate computerized account-keeping systems; ability to understand and carry out oral and written directions; ability to communicate clearly and effectively; clerical aptitude; initiative; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

NOTE: When assigned to the Kiryas Joel Union Free School District and Kiryas Joel Housing Authority, proficiency in the Yiddish language will be evaluated during the probation period.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time among Towns, Villages, School Districts, and Special Districts.

REVISED: 01/11/23 LD