

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

CLASS TITLE: ACCOUNT CLERK-TYPIST

TITLE #: 1005

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily of a routine nature and involves the operation of a keyboard in 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 Clerk-Typists 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:

Types various forms and materials in connection with assigned duties;

Post accounts from appropriations, expenses, invoices, payrolls, 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 standard office machines and/or equipment including duplicating machines;

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

Answers telephones and refers calls to appropriate staff members;

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 demonstrate keyboard proficiency; 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.

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

REVISED: 01/11/23 LD