

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

CLASS TITLE: PRINCIPAL ACCOUNT CLERK

TITLE #: 1485

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for independently performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of a Senior Account Clerk by virtue of the complexity of work being performed and the 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:

Reviews and maintains a variety of financial records and reports;

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

Audits various accounts, claims and records;

Compiles, prepares, and analyzes a variety of complex daily, weekly and monthly financial and statistical records and reports which may be compiled into New York State and Federal reports or claims for state and federal reimbursement;

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

Makes recommendations for revising and systemizing account-keeping methods and procedures;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes receipts for monies received, or preparing bills, as needed;

Reconciles records of revenue received with bank statements;

Prepares correspondence in connection with financial matters;

Prepares purchase requestions and checks for accuracy and completeness;

Prepares, processes and tracks contracts with service providers, rental agreements, etc., as needed;

Processes vouchers for payment; prepares and distributes checks according to prescribed procedures;

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

Operates various computerized systems/programs and applications such as spreadsheets, word-processing, calendar, email or other department related database in performing work assignments;

May assign and review work and instruct new employees in the specialized account keeping and clerical work of a unit;

May participate in preparing department payrolls involving verifications and computations;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of financial accounting and record keeping practices; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of word processing and spreadsheet programs; ability to maintain financial accounts; ability to follow complex oral and written directions; ability to prepare correspondence and reports; ability to operate computerized account-keeping systems; ability to organize and prioritize varied assignments; ability to lead and direct the work of others; clerical aptitude; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Bachelor's Degree in Accounting, Finance, Business Administration or related field; OR**
- (B) Completion of sixty (60) college credits and two (2) years of clerical experience involving the maintenance or auditing of financial accounts or records and preparation of related reports involving the use of computerized financial accounting systems or spreadsheet software; OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience as outlined above (B).**

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.my.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED UNKNOWN

REVISED: 5-17-78

REVISED: 10-16-90

REVISED: 9/8/98

REVISED: 10/1/01 ms

REVISED: 12/13/01 kmg

REVISED: 09/30/05 AG

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