

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

CLASS TITLE: SENIOR ACCOUNT CLERK-TYPIST

TITLE #: 1579

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving the operation of a keyboard in 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 Account Clerk by virtue of the complexity of the work being performed and increased level of responsibilities. Unusual problems or situations are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Classifies a variety of receipts and/or expenditures, and distributes items according to a prescribed procedure;

Reviews and checks account keeping records and reports for accuracy and completeness;

Prepares routine correspondence on matters where policies and procedures are well defined;

Verifies and reconciles account balances according to a prescribed procedure;

Receives remittances by mail or in person, verifies amount, computes interest and penalties, posts and prepares deposits for bank accounts;

Issues receipts or confirmations for monies received;

Posts from a variety of original entry media and prepares routine reports;

Compiles and prepares labor, material and operational cost records and reports;

Operates computing, calculating, check writing and other standard office machines and/or equipment;

Prepares and distributes checks according to prescribed procedures;

Processes, sorts, indexes, records and files a variety of control records and reports;

Types materials from copy or rough draft which may involve a considerable amount of statistical data;

May assign and review work and instruct new employees in account keeping and clerical tasks;

May participate in preparing department payrolls involving verifications and computations;

May assist in the preparation of unit or departmental budget and in maintaining budget control;

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

FULL PERFORMANCE KNOWLEDGES, 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 basic spreadsheet programs; ability to demonstrate keyboard proficiency; 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: Graduation from high school or possession of high school equivalency diploma and (2) years of clerical experience involving the maintenance or auditing of financial accounts or records

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time among School Districts.

ADOPTED: Unknown

REVISED: 03/07/07 dmc