

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT
DATE ADOPTED: AUGUST 18, 1976
DATE AMENDED: APRIL 16, 1991

ACCOUNT CLERK

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical duties in maintaining financial accounts and records and assists in performing more difficult and responsible phases of this work; does related work as required.

DISTINGUISHING FEATURES : OF THE CLASS:

This is work of a routine nature in the application of standard account keeping practices in maintaining and reviewing financial accounts and records. Similar items are constantly recurring and their allocation or distribution has either been previously determined or checked by superiors before being made. Account Clerks usually work under general supervision on standard assignments in accordance with detailed procedures.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media. Prepares summary statements of ledger balances. Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry. Compiles payroll data, prepares and checks payrolls. Assists in maintaining labor, material and operational cost records. Assists in verifying and reconciling account balances according to a prescribed procedure. Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code. Compiles data for and helps in the preparation of simple financial and statistical reports. Sorts, indexes and files requisitions, vouchers, ledger cards and other materials. Operates computing, accounting, check writing, and other office machines applicable to the position.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and one year of experience in maintaining financial accounts or any equivalent combination of experience and training. For Promotion: Permanent competitive class status in the Newburgh Enlarged City School District for one year as a Clerk or Typist.