

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

DATE ADOPTED: October 8, 2008

Date Amended: July 15, 2020

## **PRINCIPAL ACCOUNT CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, assigning and supervising major account keeping activities. Work is performed under general supervision of the Assistant Superintendent of Finance and/or the Purchasing Agent. This position differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence in carrying out the work. This position may lead and direct the work of subordinate clerical staff. Performs related work as required.

### **EXAMPLES OF WORK: (Illustrative Only)**

Plans, assigns and reviews the maintenance and checking , of a wide variety of financial records and instructs employees in the specialized details of the work. Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution costs according to prescribed codes. Ensures that all budgeting processes are in compliance with board policies and generally accepted accounting principles. Ensures the accuracy and reliability of financial data, reports and other budgeting information. Assists in the compilation, preparation and analysis of a variety of complex financial and statistical records and reports. Interacts on a regular basis with " District's Project Management Team" as well as other district department personnel. Provides assistance to external auditors as needed. Prepares periodic expenditures and revenues updates and reports as needed. Assists the Assistant Superintendent of Finance and Business Manager with issues related to the general and capital fund budget. Revises, systemizes and installs account keeping methods and procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of financial accounting and record keeping practices. Good knowledge of office terminology, procedures and equipment. Good knowledge of business arithmetic and English. 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. Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:**

- A. Associate's Degree in Accounting, Business Administration, or closely related field and one year experience in maintaining financial accounts, or;
- B. Graduation from high school, or possession of a high school equivalency diploma, and three years of experience in maintaining financial accounts, or;
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

### **PROMOTIONAL QUALIFICATIONS TO APPLY FOR EXAM:**

Permanent status with the Newburgh Enlarged City School District with either:

- A. Two years as Senior Account Clerk, or
- B. Four years permanent as Account Clerk