

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. This class is similar to Account Clerk, but differs in that an Account Clerk-Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor, or personal computer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;

Reconciles all entries, both debits and credits;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Produces data needed for State and Federal reimbursement claims;

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;

May make bank deposits;

Contacts clients, vendors, etc. to obtain additional information;

Provides routine information orally or in writing in response to inquiries or financial records;

Files and maintains all related records as records related to processing of payrolls, invoices, vouchers, bills and correspondence;

Receives, balances and audits simple payroll time records;

Process data either for computer or other records;

Makes computations as necessary;

Operates calculator, computer terminal and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts;

Working knowledge of office terminology, procedures, equipment and business English;
Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to write legibly;
Ability to organize and maintain accurate records and files;
Ability to understand and interpret oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school (or possession of an equivalency diploma) and one year of clerical experience which must have included six months experience in financial record keeping; or
- B) Graduation from high school (or possession of an equivalency diploma), including or supplemented by coursework in accounting or bookkeeping; or
- C) Two years clerical experience which must have included six months experience in financial record keeping; or
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on a database clerical performance test.

The database clerical test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work. No present knowledge of these databases is necessary in order to do well on the test. The databases will be of a generic variety.