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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : ACCOUNT CLERK**  
**Code: 040010 CAK**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs routine clerical work involving the keeping of financial records and accounts; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, this is routine clerical work involving the exercise of a working knowledge of account-keeping procedures, there is some independent responsibility for accurate performance of assigned tasks.

**TYPICAL DUTIES**

1. Sorts and classifies requisitions and vouchers; codes vouchers.
2. Posts to ledger accounts from expense and appropriation records.
3. Reconciles vendors' monthly statements and bank statements.
4. Prepares payrolls.
5. Writes receipts for incoming cash.
6. Operates simple office machines.
7. Types financial forms and reports.
8. Prepares purchase orders.
9. Maintains running balance of unencumbered and cash funds.
10. Maintains perpetual inventory of equipment and supplies.
11. Prepares checks, as required.
12. Takes trial balances and makes other financial reports.
13. Performs a variety of related clerical account-keeping duties and other clerical tasks such as filing.
14. Operates a data entry terminal, as required.
15. Maintains employee time and attendance records, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of financial accounting and record-keeping practices, office terminology, procedures, and equipment.
2. Ability to follow simple oral and written instructions.
3. Ability to write legibly.
4. Ability to work swiftly and accurately with simple arithmetic problems.
5. Ability to operate a standard typewriter at a moderate speed is required for appointment to most school districts.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school, including or supplemented by courses in bookkeeping or accounting;  
or

2. Graduation from high school  
and

One year of office clerical experience which involved working with financial accounts and records.

**NOTE:** Experience, as outlined above, in excess of the one-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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