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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PRINCIPAL ACCOUNT CLERK
Code: 040020 CBA
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Competitive

GENERAL STATEMENT OF DUTIES

Performs highly difficult and responsible clerical work involving the application of bookkeeping principles and practices in the supervision or maintenance of financial records and accounts; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties comprise important and complex clerical work involving independent performance of responsible financial and related record-keeping tasks and the direction of the work of a group of clerical assistants.

TYPICAL DUTIES

1. Assigns, supervises and evaluates work of subordinate Account Clerks or Business Machine Operators engaged in keeping cash books, vouchers, registers, general ledgers, general journals and ledger accounts.
2. Prepares financial and statistical reports and assists professional accountants in the preparation of difficult fiscal accounting reports and statements.
3. Maintains a complete set of books of original entry including cash book, fee books, inventory books, check register, appropriation and allotment book, equipment books, exchange account books, etc.
4. Assists in preparation of annual budget estimates.
5. Audits accounts, claims, and records and prepares reports thereon.
6. Maintains and/or supervises in all phases of payroll procedures.
7. Revises and systematizes account-keeping methods and procedures.
8. Supervises all clerical and bookkeeping functions for employee benefits and interprets laws and rules concerning same.
9. Operates data entry terminal, bookkeeping and other office machines and instructs assistants in machine operation, as required.
10. Performs a wide variety of related and special tasks, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of modern methods used in keeping and checking financial records and reports.
2. Thorough knowledge of office terminology, procedures and equipment.
3. Thorough knowledge of business arithmetic and English.
4. Ability to plan, assign and supervise the work of account keeping and clerical assistants.
5. Ability to understand and carry out complex oral and written directions.
6. Ability to make arithmetic computations rapidly and accurately.
7. Ability to prepare correspondence and reports.
8. Ability to solve complex account-keeping problems.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school, including or supplemented by courses in bookkeeping or accounting
and
Four years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records, two years of which shall have been in a supervisory position;
or
2. Graduation from high school
and
Five years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records, two years of which shall have been in a supervisory position;
or
3. A two-year certificate in Accounting, or an Associate's degree in a business curriculum which included courses in accounting, from a regionally accredited or New York State registered business school, college, or university
and
Two years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records, one year of which must have been in a supervisory position.

NOTE: Experience, as outlined in (1) or (2) above, in excess of the four-or five-year requirement, respectively, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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