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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SENIOR ACCOUNT CLERK
Code: 040015 CAP
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Competitive

GENERAL STATEMENT OF DUTIES

Performs varied and difficult clerical work involving the keeping of financial accounts and records and may supervise subordinate clerical personnel; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is varied and difficult clerical work involving the keeping and reviewing of financial records and related account-keeping tasks, with some leeway for the exercise of independent judgment in applying prescribed procedures and methods to routine cases.

TYPICAL DUTIES

1. Computes payrolls, deductions, etc., and prepares summary by accounting codes and balances with gross payroll.
2. Posts ledgers and journals and summarizes for control.
3. Directs and assists in the training and supervision of new employees.
4. May operate bookkeeping machine and other office machines.
5. Maintains a variety of ledgers, entering receipts and disbursements.
6. Issues checks; prepares daily bank deposit and reconciles bank statement and posts to cash book.
7. Prepares recapitulation of valuation and tax extensions.
8. Sets up ledger cards and prepares adjusting journal entries for machine posting and checks accuracy of postings.
9. Prepares special reports as required.
10. Answers routine correspondence concerning accounts.
11. May handle all clerical and bookkeeping functions for employee benefits such as hospitalization, pension, etc., and answers routine inquiries concerning same.
12. Performs a variety of related account keeping and clerical tasks.
13. May operate a data entry terminal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. General knowledge of the methods used in keeping financial accounts and records.
2. Good knowledge of office terminology, procedures and equipment.
3. Thorough knowledge of business arithmetic and English.
4. Ability to follow complex oral and written directions.
5. Clerical aptitudes.
6. 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
and
Two years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records;
or
2. Graduation from high school
and
Three years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records;
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.

NOTE: Experience, as outlined in (1) or (2) above, in excess of the two or three-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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