

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed assignments are done under supervision 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

OPERATES A TYPEWRITER, DATA ENTRY KEYBOARD OR MICRO-COMPUTER IN PERFORMING DUTIES DESCRIBED BELOW:

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 account in hard copy or electronically and verifies all data entered;

Prepares correspondence, documents, records and other written material in draft form;

Reconciles all entries, both credits and debits;

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;

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

Deposits bank receipts and transacts other bank business;

Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;

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

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

Receives, balances and audits payroll time records;

Operates computer terminal, printer, calculator and other related office equipment.

ACCOUNT CLERK TYPIST

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; working knowledge of modern office terminology, procedures, equipment and business English; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to analyze and organize data and prepare records and reports; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and concentration; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which shall have involved maintaining or checking financial accounts or records. The one year of experience in maintaining financial accounts or records must have included both typing (keyboarding) AND experience with Microsoft Office (Word, Excel, Outlook).