

Civil Division: Oneida County Government, Towns, Schools, Oneida  
Herkimer Solid Waste Management Authority, Mohawk  
Valley Water Authority  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 08/15/01

### **PRINCIPAL ACCOUNT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class plan, assign, review and supervise account-keeping activities, checking of records, clerical activities of a large or complex unit, and independently perform the more difficult and responsible account-keeping, checking of records and clerical functions. The work is performed under general supervision, and in accordance with established objectives, policies and detailed procedures; however, employees in this class frequently exercise independent judgment in carrying out work responsibilities. Difficult technical or policy problems are referred to a supervisor for a decision. Regular contacts with persons in other departments and occasional contacts with persons outside the County or Agency are required to obtain or furnish information. Supervision is exercised over account-keeping and other clerical employees. Incumbent performs related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, assigns and reviews the maintenance and checking of a wide variety of financial records and reports, and instructs employees in the specialized details of this work;  
Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;  
Revises and develops improved work procedures and methods, and installs those approved by superior;  
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;  
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;  
Revises, systematizes and installs account-keeping methods of procedures;  
Conducts correspondence in connection with financial matters;  
Maintains a variety of important financial records and reports;  
Handles complaints, suggests solutions to problems and conducts correspondence;  
Assists superiors in the preparation of budget information, collects/compiles data, compilation of statistics and solution of personnel problems, recommends estimates, assists in maintaining budget control;  
Maintains complex activity control records, schedules work loads and work flow, and coordinates work with that of other units;  
Supervises/maintains financial accounts, including accounts payable/accounts receivable, posting/reconciling of same, auditing invoices and claims and processing for payment;  
Supervises and reviews the checking of complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;  
Prepares tentative budget, payrolls, personnel records, purchase or requisition orders, vouchers and other business records;  
Keeps records of receipts and expenditures, and bonded indebtedness;  
Operates a computer, typewriter, calculator, check writing machine and other office machines as required;

continued...

### **PRINCIPAL ACCOUNT CLERK**

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**TYPICAL WORK ACTIVITIES (cont'd):**

May verify assessor's computations, prepares tax spread table and computes Special District tax rates;  
May prepare claims for Federal and State reimbursement;  
May supervise the auditing of claims from providers of medical services for Medicaid recipients;  
May be responsible for inventory and updating of same;  
May answer telephone and provide information.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern methods used in keeping and reviewing financial accounts and records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of English and business arithmetic; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; good judgment in solving complex account keeping problems; a high degree of accuracy.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field, including or supplemented by 12 semester credit hours in accounting; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university, including or supplemented by 12 semester credit hours in accounting, **AND** two (2) years of experience in maintaining and checking a variety of financial accounts and records/reports; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as listed in (B) above; two (2) years of which shall have been in a supervisory capacity.

Adopted: 09/24/87

Revised: 08/07/89, 10/02/90, 10/23/92, 06/02/94, 07/27/94, 06/12/97, 08/15/01

*Title in promotional series: Account Clerk/Account Clerk- Typist, Senior Account Clerk/Senior Account Clerk-Typist, Principal Account Clerk, Accounting Supervisor, Principal Accounting Supervisor*

