

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform routine clerical and account keeping tasks involving the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Employees in this class may operate, or be required to learn to operate data processing or personal computer equipment and appropriate software. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Incumbents do related work as required*.

TYPICAL WORK ACTIVITIES:

- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
- Assists in maintaining labor, material and operational cost records;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Classifies recurring receipts and expenditures and distributes costs according to a prescribed code;
- Compiles data for and helps in the preparation of simple financial and statistical reports;
- may operate a computer in compiling and processing a variety of financial data;
- Issues receipts for monies received;
- Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
- Performs incidental typing on reports/accounts;
- Compiles payroll data, prepares and checks payrolls;
- Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; ability to write legibly; ability to operate or learn to operate a personal computer; ability to understand and carry out complex written and oral instructions; ability to understand and perform complex arithmetic calculations; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

***Related Work as Required:**

Accounts Payable –

- Coding invoices per Purchase Request forms. Entering them into QuickBooks. Printing checks and sending them out to vendors with remit forms.
- Generating board reports for Board meetings.
- Journal entries for square up deposits
- Filing
- Petty cash replenishment
- Coordinate with treasurer to transfer funds to different bank accounts and to sign checks as needed
- Bank deposit entries
- Retirement report – monthly (NYSLRS)
- Assisting with the New York State Annual Report to the State
- Payroll – withholding changes. Health insurance changes. Any deduction changes in Asure. Entering payroll into QuickBooks. Payroll Certifications to Wayne County Human Resources. Quarterly (NYS-45 & 941) reports from Asure AvancedHR online.
- Budget entry/Amended Budget entry
- Bank deposit preparation
- Bank reconciliations (LNB)
- Yearly Comptroller report (AFR)
- 1099-miscellaneous tax forms for qualifying vendors
- Assisting the Director with the operating budget.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; or
- B. Two years of clerical experience in the compilation and maintenance of financial records and accounts; or

An equivalent combination of training and/or experience as outlined in “A” and “B” above



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I agree that all above is the correct description of my position's work activities and related work.

(Print name)

(Employee Signature)

Date

Approved by the Library Director

Date