

## ACCOUNT CLERK TYPIST

**Distinguishing Features of the Class:** This is clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work. This class is similar to Account Clerk, but differs in that an Account Clerk Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. The incumbent does related work as required.

**Typical Work Activities:**

- 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 accounts, either manually or through a computer, verifying all data entered;
- Reconciles all entries, both debits and credits;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, case received or paid;
- Produces data needed for State and Federal reimbursement claims;
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- Makes bank deposits as necessary;
- Contacts clients, vendors, etc. to obtain additional information as necessary;
- Provides routine information orally or in writing in response to inquiries or financial records;
- Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Receives, balances and audits simple payroll time records;
- Processes data either for computer or other records;
- Makes computations as necessary;
- Operates calculator, computer terminal and other related office equipment.

**Account Clerk Typist cont.****Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Working knowledge of modern methods used in keeping and checking financial records and accounts;
- Working knowledge of office terminology, procedures, equipment and business English;
- Ability to make arithmetic computations involving fractions, decimals and percentages accurately;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to write legibly;
- Ability to organize and maintain accurate records and files;
- Ability to understand and interpret oral instructions and/or written directions;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications: EITHER:**

(A) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by course work in accounting or bookkeeping.

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CLASS:       COMPETITIVE