

Principal Account Clerk Typist (Promotional) Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Competitive

Labor Grade: 11

Approved: 0

Revised: 05/91; 07/99; 12/02; 08/04

By: HH, commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this intergovernmental promotion examination will be limited to current employees of Tompkins County Departments, various Towns, Villages, School Districts and Special Districts under Tompkins County's jurisdiction. Applicants must currently hold, and have continuously held **EITHER:**

1. Four years of full-time (or the equivalent part-time) permanent and/or contingent permanent competitive class status in any entry level account clerical position; **OR**
2. Two years of full-time (or the equivalent part-time) permanent and/or contingent permanent competitive class status in any Senior Account Clerk /Typist position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. The work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk/Typist by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work; 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; Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports; Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls; Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes, and related obligations; Revises, systematizes and installs account keeping methods and procedures; Reconciles ledgers of revenue received with bank statements; Conducts correspondence in connection with financial matters; May supervise the preparation of purchase orders and the securing of bids from vendors; Operates a calculator and other related office machines; Performs data entry; types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc. on a typewriter, word processor, or personal computer at an acceptable rate of speed; May be responsible for processing timecards, payroll for an entire organization (including complex payroll transactions), and all related reports as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts; Thorough knowledge of office terminology, procedures and equipment and business English; Ability to plan, assign and supervise the work of account keeping and clerical assistants; Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; Ability to analyze and organize complex data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to develop effective working relationships and deal diplomatically

with the public, subordinates, and other work contacts; Ability to perform close, detail work involving considerable visual effort and concentration; Ability to operate an alphanumeric typewriter, word processor or personal computer keyboard at an acceptable rate of speed; Integrity and good judgement in solving complex account keeping problems is required; Physical condition commensurate with the demands of the position.