

## **PRINCIPAL ACCOUNT CLERK**

**Distinguishing Features of the Class:** This is highly important account work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Employees in this class may be assigned to work on an electronic computer in compiling and processing data. This employee may be responsible for applying computer programs to departmental procedures. Work is performed under general direction and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a superior for decision, or review of judgment where recommendations are initiated. The incumbent does related work 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 this 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;
- Has charge of 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 insures the maintenance of necessary financial controls;
- Is responsible for 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;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Conducts correspondence in connection with financial matters.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Thorough knowledge of modern methods used in keeping and checking financial records and reports;
- Thorough knowledge of office terminology, procedures, and equipment;
- Thorough knowledge of business English;
- 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;
- Ability to secure the cooperation of others;

**Principal Account Clerk continued**

- Ability to deal effectively with the public;
- Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;
- Good judgment in solving complex account keeping problems;
- High degree of accuracy, initiative and resourcefulness;
- Tact, courtesy, and integrity;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications: EITHER:**

- (A) Graduation from high school or possession of an equivalency diploma and four years of experience in maintaining financial accounts and records; **OR**
- (B) Six years of experience in maintaining financial accounts and records; **OR**
- (C) An equivalent combination of experience and training within the limits of (A) and (B) above.

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CLASS:       COMPETITIVE