

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 5, 2022

### ACCOUNT CLERICAL I

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. Incumbents do not perform double-entry bookkeeping. 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, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Account Clerical II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

**Operates a typewriter and/or computer keyboard in performing duties described below:**

1. 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;
2. Verifies all calculations and codes on documents;
3. Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
4. Reconciles all account entries, both debits and credits;
5. Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
6. Produces data needed for state and federal reimbursement claims;
7. Receives cash payments, issues receipts; prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;
8. Contacts clients, vendors, etc. to obtain additional information;
9. Provides routine information verbally or in writing in response to inquiries on financial records;
10. Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
11. Receives, balances and audits simple payroll time records;
12. Operates calculator, computer and other related office equipment.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the methods used in keeping and checking financial accounts and records; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; ability to operate an alpha-numeric keyboard at an acceptable rate of speed and accuracy; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to write legibly; ability to organize and maintain accurate records and files; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and strain; ability to develop effective working relationships and deal diplomatically with the public; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

1. Successful completion of twelve (12) credit hours in accounting, business administration, or closely related field;  
**OR**
2. Graduation from high school or possession of an equivalency diploma **and** one (1) year of paid clerical experience responsible for compiling and maintaining financial accounts and records.

#### **NOTE:**

1. Part-time experience will be pro-rated;
2. Credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.