

Jurisdiction: All jurisdictions
Jurisdictional Class: Competitive
Adopted: 02/05/80
Revised: 10/15/91, 05/19/97, 01/18/00, 09/15/10, 09/07/22

PRINCIPAL ACCOUNT CLERK

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. Work is performed under general supervision and in accordance with outlined policies and procedures but allows for frequent exercise of independent judgment. This class differs from that of Senior Account Clerk 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 Senior Account Clerks and Account Clerks. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are made. 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 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;
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;
Conducts correspondence in connection with financial matters;
May supervise the preparation of purchase orders and the securing of bids from vendors;
Operates an alphanumeric keyboard to transcribe data directly into the computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and reviewing financial accounts and records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of Business Arithmetic and 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 tabular reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to successfully work with and serve a diverse local community; good judgment in solving complex account keeping problems; a high degree of accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or
- B. Five years of experience in maintaining financial accounts and records; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for up to two (2) years of the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience. The coursework must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's coursework was completed at an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.