

SENIOR ACCOUNTING CLERK - 566

DEFINITION OF WORK

Under immediate supervision, performs difficult clerical and technical work involving the preparation and maintenance of fiscal or related records; does related work as required.

EXAMPLES OF WORK

Audits and processes for payment requests for checks, purchase orders and travel expenses; enters and processes information on visual terminal systems; audits invoices and other financial documents to ensure completeness and correct use of account and code numbers; interprets and applies financial laws, rules and regulations to a variety of work situations and processes; assists other departments and vendors by providing information on financial matters; reconciles bank accounts and other financial or technical information; receives payments; prepares bank deposits and collection sheets; resolves problems with return checks or system errors by collaboration with customers or programmers; completes journal entries and transfers; compiles and summarizes financial data in preparing financial reports for management.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by college level courses in bookkeeping and accounting and considerable experience involving the maintenance of complex financial or statistical records.

Knowledge, Skills and Abilities: Thorough knowledge of bookkeeping terminology and methods; general knowledge of routine accounting principles and practices; thorough knowledge of standard office procedures, practices and equipment; ability to maintain complex financial records and to prepare financial reports accurately; ability to understand and follow complex oral and written instructions; ability to deal effectively with co-workers and the general public.