

## **SENIOR FINANCIAL CLERK**

### **DEFINITION OF WORK**

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

### **EXAMPLES OF WORK**

Within the finance department this position 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 reports; may use a microprocessor to analyze financial or technical information; receives payments; prepares bank deposits and collection sheets; resolves problems with return checks or system errors by collaborating with customers or programmers; completes journal entries and transfers; compiles and summarizes financial data in preparing financial reports for management.

### **EMPLOYMENT STANDARDS**

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.

Must be able to lift or move up to 25 lbs., work with small objects and consistently maneuver within the office area, and must possess good communication skills. This position will work primarily indoors and may be exposed to long periods of sitting and working with a CRT.