

PRINCIPAL ACCOUNT CLERK

JOB CODE: 6908
DEPARTMENT: Tioga County Departments, Municipalities
CLASSIFICATION: Competitive
SALARY: CSEA - Salary Grade VII (County)
ADOPTED: Revised 08/08, 09/16; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the frequent exercise of independent judgment in planning and managing complex account keeping, checking and clerical activities and independently performing the more responsible and complex functions. The incumbent plans, assigns, reviews and supervises the account keeping, checking and clerical activities of a complex unit and independently performs the more difficult and responsible account keeping, checking and clerical function, which involves the use of financial software programs. The work is performed under general supervision and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment, if recommendations are made. Depending upon where position is located may plan and oversee the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- 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;
- Compiles required documentation for either electronic or paper submission of claims;
- Prepares and processes billing for a department or for specific programs;
- Revises and develops improved work procedures and methods and installs those approved by superiors;
- Handles complaints, suggests solutions to problems and conducts correspondence;
- Assists superiors in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems;
- Maintains complex activity control records, schedules work loads and flow and coordinates the work with that of other units;
- Compiles, prepares and analyzes complex labor, material and operational cost records and reports;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- Reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- May operate computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and applicable software programs; thorough knowledge of business English; ability to plan and assign 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

2. Principal Account Clerk

the cooperation of others; 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; a high degree of accuracy, initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time experience or its part-time equivalent in maintaining financial accounts; **OR**
- b. Four (4) years of full-time experience or its part-time equivalent in maintaining or checking financial accounts; **OR**
- c. An equivalent combination of training and experience as indicated in (a) and (b).