Rev. 01/10
Erie County
Comp.
JG IX
LLR/ceb

SUPERVISING CHIEF ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and coordinating the maintenance of fiscal, budgetary, and accounting records as well as clerical activities for the Department to which assigned. This is an administrative/supervision position responsible for all aspects of accounting and clerical operations, including planning, designing, and implementing systems procedures. The incumbent reports to a higher-level administrative employee. Supervision is exercised over lower level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the fiscal management and account clerical operations for the department to which assigned;

Implements rules and regulations as defined by relevant local, State and Federal regulations;

Maintains appropriate ledgers, books of account, registers of vouchers, requisitions, purchase orders and related records;

Summarizes and journalizes transactions for entry and posting to financial records, invoices and other financial documents for accuracy and completeness;

Prepares financial reports, budget estimates and analysis of accounts;

Examines financial records prepared or maintained by others;

Takes charge of petty cash fund;

Develops, designs and implements new policies as needed to ensure the timely payment of expenses;

Resolves complex payment disputes;

Instructs clerical staff on methods, departmental policies and procedures;

Provides training;

Assigns work;

Supervises and advises clerical staff;

Supervises and participates in the development of system procedures;

Interacts with outside agencies, vendors or individuals in connection with the maintenance of financial accounts;

Prepares financial reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods and techniques related to financial operations; thorough knowledge of modern accounting and financial recordkeeping procedures and practices; ability to maintain accurate records, statistics and prepare reports; ability to communicate clearly both orally and in writing; dependability; initiative; sound professional judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered two (2) or four (4) year college or university with an Associate's degree and four (4) years experience in financial recordkeeping operations; at least two (2) years of which was in a supervisory position; or:

B) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience in financial recordkeeping operations; at least two (2) years of which was in a supervisory position; or:

C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.