

GENESEE COUNTY

FINANCIAL CLERK (HELP PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature, and involves the application of standardized financial record keeping and practices in maintaining and reviewing financial accounts and records. Employees in these positions do not do double entry bookkeeping. Incumbents usually work under general supervision, carrying out standard assignments in accordance with defined procedures. Supervisors are available for consultation on unusual problems, and provide instructions on all new or difficult assignments. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Enters into appropriate budget appropriations, expenses, invoices, payrolls, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amount, computes interest and penalties and enters into book or original entry;
Assists in maintaining labor, material and operation records;
Assists in verifying and accuracy of financial record balances according to prescribed procedure;
Helps to review and check routine financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial records; working knowledge of office terminology, procedures and equipment; working knowledge of Business Arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to understand oral and written instructions; ability to write legibly; ability to get along with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy;

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of an Associate Degree, with a major in accounting, math business administration or related field;

OR:

- B. Two (2) years of full-time, paid experience in responsible financial record keeping duties;

OR:

- C. Any combination of training and experience, equivalent to A and B above, indicating the ability to perform the duties of the job.

Part-Time, paid experience will be pro-rated.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 11/1/24