

GENESEE COUNTY

FINANCIAL RECORDS CONTROL CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for translating financial transactions into computer-readable format, through use of a PC, and for the editing and retrieval of this information. The program-writing aspects of this title differ from those of a Programmer, in that a lesser degree of skill and innovativeness are required in the execution of these assignments. The work is performed under general supervision, with some latitude for the exercise of independent judgment in the implementation of assignments. An employee in this class performs regular financial record keeping and general clerical tasks, as required.

TYPICAL WORK ACTIVITIES:

Using a PC, enters a variety of financial-data transactions into a linked mainframe system, from such source documents as cash receipts, vouchers, purchase orders, personnel forms, etc.;

Using an established Data Dictionary vocabulary, and a Data Base Report Writer, writes basic computer edit and report programs;

Balances daily activities and processes account refunds;

Post approved data to authorized accounts;

Computes and posts payroll data;

Processes purchase orders, assigning vendor numbers, and encumbering funds;

Types a variety of reports, correspondence, and memoranda;

Answers questions and inquiries from phones or in person;

Carries out a variety of financial record keeping and clerical tasks.

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 KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of principles and procedures involved in maintaining financial accounts and records; working knowledge of the principles and procedures applicable to the operation of a PC and ability to operate the equipment with an acceptable degree of accuracy and speed; ability to analyze problems objectively; ability to think creatively; ability to organize and interpret information; ability to make logical decisions, ability to perform assignments in an accurate and timely manner; ingenuity.

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.

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Page 2

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 walk, talk and hear.

The employee must occasionally lift and/or move up to 25 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, including or supplemented by a course in typing, or experience in typing, **AND EITHER:**

- A. Possession of an Associate Degree or higher in Accounting, Secretarial Science, or Business Administration;

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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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