

GENESEE COUNTY

SENIOR FINANCIAL CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical and typing work involving responsibility for independently performing and/or supervising varied financial record keeping, clerical and related tasks. However, employees in this position do not perform double entry bookkeeping. The work may require a general understanding of specific law, office rules, procedures and policies and may be performed on an alpha/numeric keyboard. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. For the most part, work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in office specific financial record keeping activities;
Has charge of entering information regarding financial records in a prescribed manner;
Reviews and checks financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises the verifying and accuracy of individual financial record balances including adequate fund balances in budget accounts;
Compiles and prepares labor, material and operational cost records and reports;
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
Operates computing, calculating, check writing and other office machines;
Is responsible for the preparation of reports from financial records;
Working from rough draft or from data personally developed, types a variety of financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;
Conducts routine correspondence on matters where policies and procedures are well defined;
Answers telephone and gives out routine information or relieves at switchboard.

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:

Good knowledge of modern methods used in maintaining financial records; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; neatness; 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 occasionally required to talk, hear, and occasionally walk.

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:

OPEN COMPETITIVE: A, B, C, or D, including or supplemented by a course or experience in typing, **AND EITHER:**

- A. Possession of an Associate Degree or higher in accounting, business administration, math or related field; AND one (1) year of full-time, paid experience in responsible financial records keeping duties;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education. AND completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 15 semester credit hours in accounting, business administration, math, or related field, AND one (1) year of full-time, paid experience in responsible financial record keeping duties.

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education. AND three (3) years of full-time, paid experience in responsible financial records keeping duties;

OR:

- D. Any equivalent combination of training and experience as defined by the limits of A, B, or C above.

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

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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.

Competitive Class

Adopted 10/11/00

Revised 9/27/23, 10/19/23, 6/25/24