



**CITY OF BUFFALO**  
**OFFICE OF STRATEGIC PLANNING**



BYRON W. BROWN  
Mayor

BRENDAN MEHAFFY, ESQ.  
Executive Director

**REVISED**

**CIVIL SERVICE JOB POSITNG**

**Date:** July 14, 2017

**Title of Position:** **Senior Account Clerk Typist** (Provisional)

**Division:** Real Estate

**Number of Vacancies:** One (1)

**Salary Range:** \$37,603 (step 1)

**DISTINGUISHING FEATURES OF THE CLASS**

This is important clerical work involving responsibility for performing more difficult and varied account-keeping work in a large governmental unit or independently in a small governmental unit. Incumbents of a position in this class maintain and check financial accounts and records and/or supervise a staff in the preparation, checking and distributing of payrolls. Work involves the operation of equipment with an alpha-numeric keyboard i.e. personal computer or other related equipment for input/retrieval of information. Employees performing a variety of work assignments may receive detailed instructions with each new assignment while employees responsible for carrying out steps in a prescribed routine may receive only infrequent general instructions. In either case, unusual problems or situations not previously encountered are referred to superiors before action is taken. The duties of positions in this class are considered more difficult and are on a higher level of responsibility than non-specialized clerical work, however, not as complex or responsible as those of Principal Clerk. Supervision is received from a superior and work is checked by another step in the account-keeping process. Supervision may be exercised over clerical personnel.

**TYPICAL WORK ACTIVITIES**

Reviews and checks complex account-keeping records and reports for accuracy;

- maintains control accounts and verifies balance with subsidiary accounts;
- takes trial balances of control accounts;
- performs accounting adjustments for unusual transactions or irregularities;
- maintains cost records and compiles reports for such records;

Classifies a variety of receipts and expenditures and distributes items according to prescribed code;

- posts to journal or ledger accounts from a variety of original entry media;
- prepares summary statements of ledger balances;
- verifies and summarizes totals of receipts with monthly register of revenues;

Assigns, reviews and records work done;

- instructs new employees in the specialized account-keeping and clerical work of the unit;
- exercises control over employees posting and checking records;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;

- issues receipts for monies received;

Prepares, compiles, verifies, researches, inputs, accounts payable vouchers;

- reconciles vendor statements;

Compiles data, prepares, inputs and analyzes complex financial and statistical records and reports;

Supervises activities of a central payroll unit engaged in checking, verifying and distributing departmental payrolls;

### **Minimum Qualifications (cont'd)**

- compiles payroll data and prepares, inputs and checks payrolls;  
Conducts physical inventories and reconciles results with actual book figures;  
- compiles, prepares and inputs labor, material and operational cost records and reports;  
Inputs receipts, payrolls, requisitions, vouchers and other materials from copy or rough drafts;  
-enters and retrieves data from computerized records;  
Processes, inputs, sorts, indexes, records and files a variety of records and reports;  
Assists in preparing departmental or unit budget and maintaining budgetary control;  
- assists in preparing budget transfers and reallocation of funds and capital outlay substitutions;  
Inputs billings and file maintenance for miscellaneous charges;  
Operates calculating and other office machines;  
Performs related duties as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the principles and practices used in checking and maintaining financial accounts and records;  
Good knowledge of office terminology, procedures and equipment;  
Working knowledge of account-keeping principles and practices and payroll compilation;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to understand and interpret written, statistical and tabular material;  
Ability to operate equipment with an alpha-numeric keyboard i.e. personal computers, in the use of application programs;  
Ability to carry out oral and written directions;  
Ability to write legibly;  
Ability to get along well with others;  
Clerical aptitude; accuracy;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

#### **Promotional**

- (A) Continuous and permanent status in any city department for one year as an Account Clerk, Account Clerk-Stenographer, Account Clerk-Typist or Senior Tax Clerk for one year.

Or

- (B) Continuous and permanent status in any city department for one year as an Administrative Aide, Clerk, Junior Data Control Clerk, Junior Traffic Clerk, Mail Room Clerk, Project Cashier, Report Technician, Senior Clerk, Senior Rate Clerk, Senior Stenographer, Senior Typist, Stenographer, Telephone Operator, Typist.

#### **In addition, all applicants who qualify under (B) must meet the following:**

- 1.) **One year** of full time experience where work involves the maintenance of financial accounts and records;  
or
- 2.) Completion of a course in **Accounting or Bookkeeping** (course must be listed on application).

**Note:** Candidates will only be allowed to participate in the exam and be approved or certified for appointment to departments where the rate of pay for Senior Account Clerk-Typist is at a higher rate of pay than their current position, even if their title is listed above.

Verifiable part-time experience will be pro-rated to meet full-time experience requirements.  
(Proof of education must be presented at time of appointment.)

## **Minimum Qualifications (cont'd)**

### **Open Competitive**

(A) Associate's Degree from an accredited college, business or technical institute in **Accounting** (courses must be listed on application);

or

(B) Completion of **60 semester credit hours** from an accredited college or university including **6 credit hours in Accounting and one year** of full time experience where work involves the maintenance of financial accounts and records (course work must be listed on application);

or

(C) Graduation from High School, GED or Equivalency Diploma supplemented by a course in **Bookkeeping or Accounting and three years** of full-time business or office experience, one year of which must have involved the maintenance of financial accounts and records (course work must be listed on application);

or

(D) An equivalent combination as defined within the limits of A, B and C.

Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

Proof of education must be presented at time of appointment.

**All applicants must submit their resumes and specifically detail all experience in writing. All resumes should be submitted by close of business (4:30 pm), Friday, July 28, 2017 to:**

**Christie Nelson, Director  
Office of Strategic Planning  
Division of Real Estate  
901 City Hall  
Buffalo, New York 14202**