

Jurisdictional Class: Competitive
Adopted: September 13, 2011
Revised:

PRINCIPAL ACCOUNT CLERK (CITY CHAMBERLAIN)

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. The work involves responsibility for assisting the City Chamberlain and Deputy City Chamberlain in various administrative and fiscal duties. The incumbent is responsible for the enhancements, upgrades, examination, review, and/or analysis of the general ledger computerized systems and in assisting other departments in its use. The incumbent performs accounting/administrative functions pertaining to account balances, bank reconciliations, disbursements, all health care plan costs/allocations and all workers' compensation claims. Work is performed under general supervision and in accordance with generally accepted accounting policies and procedures with considerable latitude given for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate employees engaged in account keeping and financial activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors accounts in the general ledger computerized systems both for the City Chamberlain's Office and other city departments to verify that accounts do not go into a deficit;

Assists other departments with a wide variety of questions on their accounts and advises department personnel where to find required information;

Continuously assists various departments in accessing information in the general ledger computerized system and in processing payments and reports;

Explains to various department personnel how to correct information entered in the wrong account and/or if the department revenue or expense should be adjusted to a different account;

Assists in training city departments in how to use the computerized accounting system;

Works closely with the computer support staff to help solve problems both for the Chamberlain's Office and other city departments;

Responsible for all legal filings and all document preparation for property tax delinquencies, redemptions, withdrawals, reinstatements, and foreclosures as well as all related taxpayer and interested party correspondence and property tax installment related payment agreements;

Reconciles general ledger to bank deposits and cash receipt book;

Conducts important correspondence in connection with financial matters with other city departments, financial advisors, banks, municipalities, etc.;

Is backup for processing receipts into the computerized general ledger systems and is primary for disbursement checks needed in the city (general fund checks, trust and agency checks, other special fund checks, etc.);

Coordinates the verification and upload to the computerized system of annual real property tax bills for City and County tax collection, balancing totals to the various tax rolls, and performs the same function annually for the collection of delinquent City of Plattsburgh School District tax bills;

Processes invoices for the Chamberlain's Office for health care contributions and travel reimbursements;

Supervises the collection of the other department bank accounts, reviews bank reconciliation for accuracy and completion, and balances Chamberlain's Office bank statements, purchase orders, and invoices;

Supervises cashiering and collection activities daily, reconciles daily cash collection activity for clerical staff against computerized systems activity balances, and prepares daily computerized and manual bank deposits;

Is responsible for performing all payroll and related personnel functions during absences of appropriate staff;

Assists in improving account-keeping methods and procedures both in the Chamberlain's Office and other city departments;

Principal Account Clerk (City Chamberlain)

Has charge of the compilation, preparation, and analysis of a variety of complex financial and statistical records regarding Medicare Part B reimbursement and health care cost accounting allocation;
Maintains accounting records according to records retention schedule.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports;
Thorough knowledge of office terminology, procedures, and equipment;
Thorough knowledge of business English;
Ability to identify and apply electronic data processing capabilities to specific accounting needs;
Ability to plan, assign, and supervise the work of account keeping and clerical assistants;
Ability to understand and carry out complex oral and written directions;
Ability to make arithmetic computations rapidly and accurately;
Ability to prepare correspondence and reports;
Ability to secure the cooperation of others;
Ability to deal effectively with the public;
Ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations;
Proficient in using computer applications used for accounting and financial management;
Good judgment in solving complex account keeping problems;
A high degree of accuracy.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Accounting or closely related field and four (4) years of progressively responsible experience in administration, accounting, supervisory or program management experience; one (1) year of which must have been in using, analyzing, implementing, and/or evaluating computer based accounting and financial management systems; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience in administration, accounting, supervisory or program management experience; one (1) year of which must have been in using, analyzing, implementing, and/or evaluating computer based accounting and financial management systems; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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.