DEPARTMENT: **NIAGARA COUNTY**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **DECEMBER 4, 2025**

ACCOUNT CLERICAL III

DISTINGUISHING FEATURES OF THE CLASS: This is difficult account clerical work involving the independent performance and supervision of complex account keeping and financial record keeping. The work requires a good understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work requires decision making as to methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents train lower-level account clerical workers and provide general supervision to the same. This position differs from Account Clerical II by the further increased complexity and criticality of duties. Some department employees may perform double-entry bookkeeping. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a typewriter and/or computer keyboard in performing duties described below:

1. Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
2. Posts to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
3. Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;
4. Audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;
5. Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities;
6. Prepares more complex financial or statistical summary reports; checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for federal or State reimbursements;
7. Prepares funds for deposit into book accounts; reconciles accounts and prepares reports from information;
8. Contacts clients, vendors or other agencies to obtain additional information;
9. Provides information verbally or in writing in response to inquiries on status of accounts;
10. Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
11. Performs more complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
12. Operates calculator, personal computer, check writing machine and other related office equipment;
13. May prepare figures and reports for use in budget preparation;
14. Conducts routine correspondence on matters where policies and procedures are well defined;
15. Prepares for, attends, and takes dictation at meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in maintaining financial accounts and records; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to utilize modern computer software programs including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to plan and supervise the work of others; ability to make more difficult arithmetic computations involving fractions, decimals and percentage rapidly and accurately; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated verbal instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public; ability to perform close, detail work involving considerable visual effort and strain; ability to write legibly; integrity and good judgment; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status in a Niagara County Department as an Account Clerical II, Payroll Clerk, or Tax Clerk **OR** three (3) years as an Account Clerical I immediately preceding the date of written exam.

OPEN-COMPETITIVE:

Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of full-time paid computerized financial record keeping.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.