



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
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Depew, New York 14043-4335
www.depewschools.org

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Superintendent of Schools
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CSEA JOB POSTING NOTICE OF VACANCY

TITLE: ACCOUNT CLERK TYPIST – FULL-TIME

LOCATION: Middle School – Special Education Office

HOURS: 7:30 A.M. – 3:30 P.M. Monday - Friday

SALARY: As per CSEA contract

**ANTICIPATED
START DATE:** As soon as possible

JOB DESCRIPTION: See Attached

**MINIMUM
QUALIFICATIONS:** Must hold Civil Service Title – see attached

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

Jeffrey R. Rabey, Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

Vacancy will be posted for (5) workdays and deadline is May 2, 2019. This notice is to be posted in all job units and at each time clock location.

April 25, 2019

JOB DESCRIPTION

2019

3.1

Account Clerk Typist

1 of 2

TITLE: ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing specialized clerical tasks and typing in connection with the maintenance of financial accounts and records. Work is performed under the general supervision of a higher ranking employee who assigns work and reviews performance for conformance with procedures. Work may be performed on a full-time or part-time basis. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares and types correspondence, purchase orders, and requisitions.
2. Maintains financial and/or student reporting records according to standard procedures;
3. Uses financial and/or student on-line reporting tools; Inspects, examines reporting according to departmental procedures for accuracy and conformance;
4. Tracks and balances invoices according to purchase orders;
5. Prepares and types related reports to other departments, businesses, and/or parents as directed;
6. Required to maintain Excel spreadsheets for various financial reporting;
7. Other related duties may be assigned by the supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory rate of speed; ability to understand and follow detailed oral and written instructions; a high degree of accuracy; resourcefulness; dependability; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

(continued)

JOB

DESCRIPTION

2019

3.1

Account Clerk Typist

2 of 2

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited of New York State registered two-year college or university with an Associate's Degree in Accounting supplemented by a course in typing; OR
2. Completion of two years of study at a regionally accredited or New York State registered two or four-year college or university which included sixteen (16) semester credit hours in accounting, supplemented by a course in typing; OR
3. Graduation from high school supplemented by a course in typing, and one year of experience maintaining financial records and accounts; OR
4. Five years of office experience, one year of which involved typing and the maintenance of financial records and accounts; OR
5. An equivalent combination of training and experience as defined by the limits of (1) and (4).

NOTE: Verifiable part-time and/or volunteer experience will be prorated toward meeting full-time experience requirements.