

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 22, 2003

PRINCIPAL AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Responsible for auditing of all assigned fiscal matters pertaining to receipt of revenues, disbursement of funds compliance with purchasing procedures methods of recording transactions and overall adherence to agency and governmental fiscal regulations and requirements. This is responsible technical work involving the audit of assigned payments and financial recording methods of such financial transactions when assigned. Works independently of accounting, or others who are directly or indirectly responsible for the day to day fiscal operations. The incumbent is allowed to make independent decisions, however, difficult technical or policy problems are referred to an assigned administrative supervisor for decision or review of judgment where appropriate. When directed incumbent reports directly to an assigned administration. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, assigns, and reviews the maintaining and checking of vendors claims for payment of services or sales and instructs employees in the specialized details of this work;
2. Directs and/or personally reviews, audits, assigned accounts, claims, and records the preparation of reports thereon;
3. Has charge and/or verifies the compilation, preparation and analysis of a variety of complete auditing records and reports;
4. May assist in the preparation of annual operating budgets and insures the maintenance of its necessary financial controls;
5. May insure the maintenance of necessary financial controls and inventories of supplies in the central stores when assigned;
6. Revises, systematizes and installs auditing methods and procedures as required to properly carry out the work of this position;
7. Engages in correspondence in connection with financial matters to departments, administration, vendors, etc., as assigned;
8. May meet with vendors to arrange payment schedules and fee schedules when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of a variety of clerical procedures in reviewing and verifying vendors claims; thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of business English; ability to plan, assign, and supervise the work of 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 readily acquire familiarity with departmental organization, functions, laws, policies, and regulations; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status as an Account Clerk or Audit Clerk in the Niagara Count Audit Department immediately preceding the date of the written examination.

PROMOTIONAL FOR NIAGARA COUNTY COMMUNITY COLLEGE:

1. One (1) year of permanent competitive status as either a Senior Account Clerk, Senior Account Clerk Typist or Audit Clerk or two (2) years as an Account Clerk, Account Clerk Typist Account Clerk Stenographer or Bookkeeper;

OR: 2. Two (2) years of permanent competitive status in a lower level clerical position with an Associate's Degree in Accounting.

OPEN-COMPETITIVE: Graduation from senior high school or possession of a New York State equivalency diploma:

AND: 1. Graduation from a regionally accredited or New York State registered approved two (2) year college with a major in accounting plus one (1) year of full-time paid auditing experience;

OR: 2. Three (3) years of progressively responsible experience in maintaining financial accounts and records of which one (1) year shall have been full-time paid auditing.

NOTE: One (1) year of education (30 credit hours) in the required field will equate to one (1) year of experience in (2), however, one (1) year of full-time paid auditing experience must have been performed.