

DEPARTMENT: AUDIT
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 8, 2008

AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the application of standardized auditing practices and procedures in the verification of fiscal transactions and pre-audit and post-audit of bills. Although detailed instructions are received regarding the processing of transactions and the amounts authorized for payment, employees are required to exercise independent judgment in applying established payment and fee schedules to specific cases. Work is performed under general supervision of a superior employee for consultation on unusual problems. Performs moderately difficult and responsible clerical work in auditing and verifying fiscal transactions. When necessary may conduct random audits for various County departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews and updates when dictated or required the auditing, paying, filing and recording of vouchers and voucher information timely when received in the department;
2. Sorts, and files bills, requisitions, and other material to be audited;
3. Reviews the maintenance and checking of vendor's claims for payment of services or sales;
4. Determines allowable expenditure limits and computes total or pro-rated payments to vendors;
5. May perform incidental typing of forms and correspondence and other related clerical tasks such as payroll, bookkeeping;
6. Makes arithmetical computations, compiles and types simple statistical reports;
7. Operates computing, calculating and other office machines;
8. May contact vendors, employees, department heads or others for additional information by letter, phone, or other;
9. Orders all supplies relative to office operations;
10. May organize the work-flow of the department in the absence of a supervisor;
11. May conduct random audits for various County departments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business English; working knowledge of modern methods of maintaining and reviewing financial transactions; working knowledge of modern computer software programs including word processing, spreadsheets and databases; good computer skills; good time management skills; ability to type and input data at an acceptable rate of speed and accuracy; ability to review contracts and determine compliance of submitted vouchers; ability to understand and follow oral instructions; ability to make arithmetic computations rapidly and accurately; ability to type at an acceptable rate of speed and accuracy; ability to create and work with computer reports; a high degree of accuracy; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** one (1) year of full-time paid account-keeping or auditing experience.

SPECIAL REQUIREMENT: Candidates must be able to type at the rate of thirty-five (35) words per minute.

NOTE: Successful completion of coursework in accounting 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 semester credit hours being equivalent to three months of experience.