

**DEPARTMENT:** AUDIT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 22, 2013

### AUDIT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work that involves the application of standardized auditing practices and procedures. The incumbent performs moderately difficult and responsible clerical work in auditing and verifying fiscal transactions and performs 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. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Reviews and updates the auditing, paying, filing and recording of invoices and batch information timely when received in the department;
2. Assists departments and trains clerks on the accounts-payable module of a computerized database system;
3. Reviews and audits vendor claims for payment;
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. Operates computing, calculating, copying, scanning, fax, and other office machines;
7. May contact vendors, employees, department heads or others for additional information by letter, phone, or email;
8. Enters and updates vendor information in a computerized database system;
9. May organize the work-flow of the department in the absence of a supervisor;
10. May conduct random audits for various County departments;
11. Makes arithmetical computations, compiles and types simple statistical reports;

### **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** two (2) years of full-time paid account-keeping or auditing experience utilizing computerized financial management software.

**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.