

ASSISTANT SUPERVISING AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position assists in supervising the auditing of claims presented for payments and assists in the preparation and supervision of schedules to support claims for reimbursement. Supervision is exercised over a small number of subordinate employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising and participates in the auditing and adjustment of claims and contracts presented for payment or reimbursement through automated systems;

Assists in the examination and reconciliation of differences in claims presented from authorizations or purchase orders;

Receives inquiries and makes investigations to determine why payment has not been made to claimants;

Compiles financial data and assists in the preparation of statements and schedules;

Assists in the maintenance of various financial records and prepares periodic financial and statistical reports;

Assists in the final presentation and submission of various financial and administrative claims and reports;

Checks claims for accuracy, recording terms for accounts charged;

May input or access expenditure or claim data on automated systems;

Consults with department concerning outstanding claims, and assists in the balancing of their accounts.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods used in keeping financial accounts and records; good knowledge of auditing techniques; good knowledge of the laws, regulations, policies and procedures affecting purchases and payments made by the county or affecting claims made by the County; good knowledge of office terminology, procedure, routine and equipment; familiarity with automated financial systems; ability to carry out complex oral and written directions; ability to plan, lay out and direct the work of others; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and five years of experience where the primary function of the position was in financial recordkeeping, accounting or auditing in automated systems environment.

SUBSTITUTION: Satisfactory completion of 30 college credits* with a major in business or accounting may be substituted on a year for year basis for up to three years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C0146
Job Group: VII