

INTERMEDIATE AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class have responsibility for auditing contracts and claims, and maintaining financial records, both on a manual and automated financial record system. Supervision is not a responsibility of the class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews accounts payable claims against purchase orders, trust funds, contracts and agreements to verify vendor, order number, invoice number, article, unit price terms, appropriation change;

Computes unit prices, discounts, charges and credits related to accounts payable claims to insure the accuracy of computations;

Maintains a cross-index filing and record keeping system (both on a manual and automated financial record system) for the recording of payments as verified with purchase orders, trust accounts, contracts and agreements;

Reviews purchase orders to verify accuracy, timeliness, correct delivery of orders, and sufficient funds for payment and sends appropriate copies to unit supervisor and Department of Finance for approval, processing and payment;

Follows up on inquiries from vendors for information on the status of their claims;

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

Performs other miscellaneous auditing tasks.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of office procedures; good knowledge of business arithmetic and English; familiarity with the methods used in keeping financial records and accounts; ability to understand and carry out oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; clerical aptitude; mental alertness; good judgment; ability to get along well with others; physical condition commensurate with the demands of the job.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.

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J.C.: Competitive
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Job Class Code: C0549
Job Group: IV