

SENIOR AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for auditing contracts, claims, and other financial transactions and maintaining financial records in both a manual and automated financial record keeping system. Responsibilities include providing leadership and guidance over the work of subordinate level auditing staff and assuming full responsibility in the supervisor's absence. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Audits accounts payable claims against authorizations such as purchase orders, contracts and vendor agreements and enters data in an automated financial record keeping system;

Computes and/or checks computations for items to be deducted from payroll;

Responds to routine inquiries concerning auditing matters and routes more complex issues and/or problems to supervisor;

Contacts departments and vendors concerning audit and payment of claims;

Reconciles reserve accounts against ledger accounts;

Provides guidance and instructions to other clerks in auditing processes, as required;

Enters and retrieves data in an automated system and runs reports therefrom, as requested;

Maintains detailed record and files of pending, denied and approved transactions in a manual and automated financial record keeping system;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods used in keeping financial records and accounts; good knowledge of financial auditing procedures; good knowledge of business arithmetic; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; attention to detail; alertness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and three years of experience in which the primary function of the position was financial record keeping, one year of which involved auditing of financial records or accounts.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree in Finance, Business Administration or a related field may be substituted on a year for year basis for up to two years. There is no substitution for the year of specialized 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 Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.