

AUDIT CLERK - TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent has responsibility for auditing contracts, accounts payable claims and/or payrolls, and performs a limited amount of typing work which is routine in nature. This work requires limited judgment in the carrying out of prescribed procedures. Supervision is not a requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Verifies and checks accounts payable claims against purchase orders, contracts and agreements as to vendor's name, order number, invoice number, articles, unit prices, terms, changes;

Computes unit prices, discounts, excise taxes or any other deductions related to accounts payable claims;

Prepares tape of invoices to be paid and forwards approved invoices and claim forms for preparation of bill schedule and checks;

Mails checks to vendors;

Types confirmation orders indicating supplies, equipment, or other items and specifications for such items;

Checks all confirmation orders against outstanding and paid order files;

Checks outstanding bills against statements from vendors;

Follows up requests by vendors for information concerning the status of their claims;

Maintains files for recording a payment to public utilities and other vendors;

Prepares independent reconciliations of bank account statements putting canceled checks in numerical order and comparing checks with entries in cash disbursement book;

Audits payrolls for accuracy of amounts, the correctness of deductions made, and the distribution of charges against proper budgetary accounts;

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

Performs other miscellaneous auditing tasks and does other typing work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of methods used in auditing accounts payable; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months of clerical experience which involved both the keeping of financial records and typing experience.

SUBSTITUTION: Satisfactory completion of 15 college credits* may be substituted for the required financial recordkeeping and typing experience.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.