

## PRINCIPLE AUDIT CLERK

**GENERAL STATEMENT OF DUTIES:** Oversees the work of a large clerical unit engaged in a wide variety of auditing activities in the County Social Services Department; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly important audit clerical work involving responsibility for planning, assigning and supervising complex auditing activities and independently performing the more difficult and important phases of such work. The work involves the review of a wide variety of administrative, infirmity, medical, child care and related payments, claims and bills as well as codification of payment information for data processing. The work is performed under general supervision of the Director of Administrative Services in accordance with outlined policies and procedures and calls for the frequent exercise of independent judgment. Supervision is exercised over the work of subordinate clerical employees.

**EXAMPLES OF WORK: (Illustrative Only)**

- Plans, assigns and reviews the auditing of a variety of claims, bills and related documents for payment and instructs employees in the specialized details of this work.
- Directs the review of varied accounts, claims and records and the preparation and posting of related records and reports;
- Interprets bulletins and guidelines relating to claim audits to subordinate clerical staff members;
- Has charge of the compilation, preparation and analysis of a variety of complex auditing records and reports;
- Communicates with vendors, caseworks staff members and departmental consultants in relation to audit procedures;
- Revises, systematizes and installs auditing methods and procedures;
- Conducts correspondence in connection with financial auditing matters;
- Oversees the work of a small keypunch unit engaged in preparation of audited and coded information for data processing.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of modern methods of maintain and auditing financial transactions; thorough knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to understand and carry out complex oral and written directions; ability to plan, assign and supervise work of others on a large scale; ability to make arithmetic computations rapidly and accurately; ability to deal effectively with the public; ability to write legibly; a high degree of accuracy; clerical aptitude; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from high school and four years of experience in auditing financial transactions and records; or any equivalent combination of training and experience.