

SENIOR AUDIT CLERK

GENERAL STATEMENT OF DUTIES: Performs and/or supervises moderately difficult and responsible clerical work in reviewing and verifying fiscal transactions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for independently performing and/or supervising the review and verification of fiscal transactions and the auditing of bills. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most case receive only infrequent general instructions. Supervision may be exercised over the work of one or more clerical assistance.

EXAMPLES OF WORK: (Illustrative Only)

- Audits claims for payments for services rendered to welfare recipients;
- Determines allowable expenditure limits and computes total payment to vendor;
- Assigns work, reviews and records work done and instructs new employees in specialized clerical work of a unit;
- Conduct routine correspondence on matters where policies and procedures are well defined;
- Processes checks, codes and files requisitions, claims, vouchers, bills and receipts;
- Operates computing, calculating or other office machines.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of modern methods of maintaining and reviewing financial transactions; good knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude.

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