

PRINCIPAL AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important and difficult clerical work involving the performance of auditing, clerical, data processing and related duties in the audit department of a municipal corporation. The duties of this position require that incumbents perform with a high degree of accuracy. This position differs from that of Senior Audit Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, prioritizes, assigns and supervises the work of audit and clerical staff within the
department;

Trains audit and clerical staff on department policies and procedures;

Resolves complaints, recommends solutions to problems and issues correspondence as
appropriate;

Revises, systematizes and installs auditing methods and procedures;

Reviews vouchers and claims to determine that all necessary information is correctly and
accurately supplied;

Reviews computations to check for accuracy;

Reviews payment abstracts or summaries of expenditures submitted by operating departments

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for accuracy;

Checks vouchers or other claims for payment to determine that claimed expenses have not previously been paid;

Maintains a variety of clerical files;

Groups clerical and auditing files and records both alphabetically and numerically;

May perform a variety of clerical duties, such as filing papers, operating office equipment and answering phones;

Assigns voucher numbers or other numerical codes to identify vendors, specific claims, invoices, etc.;

Composes vouchers for certified claims that have been submitted for payment;

Determines what information or forms are missing on claims for payment and goes through necessary steps to obtain required information;

Operates electronic data processing equipment used for data storage and computational purposes in the Audit Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices of governmental accounting and auditing; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; knowledge of principles and procedures involved in substantiating or examining transactions and financial statements; ability to critically evaluate financial and other business records and detect irregularities; ability to make arithmetic computations quickly and accurately; ability to plan, assign and supervise the work of subordinates; ability to understand and carry out oral and written directions; ability to alphabetize and to file

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materials using a numeric code; ability to get along with others; clerical aptitude; mental alertness; good judgment; a high degree of accuracy; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, business or a related field and two years experience in compilation and maintenance of financial accounts/auditing procedures; or
- (B) Graduation from high school or possession of an equivalency diploma and five (5) years experience in compilation and maintenance of financial accounts/auditing procedures; or
- (C) Six (6) years experience as described above; or
- (D) An equivalent combination of training and experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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