

SENIOR AUDIT CLERK

25-C

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. Work is performed under general supervision of an Auditor with detailed instructions given regarding department objectives. Supervision may be exercised over work of subordinates.

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.*

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 for accuracy;

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

Makes out checks and keeps records of checks issued;

Assists in the training and supervision of account clerical staff assigned to department;

Maintains a variety of clerical files;

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

Performs 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 KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of principles and practices used in auditing; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to alphabetize and to file materials using a numerical code; ability to learn how to operate equipment using printed operating manuals; 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 high school or possession of an equivalency diploma and three (3) years of experience in compilation and maintenance of financial accounts/auditing procedures; or
- (B) Four (4) years experience as described above; or
- (C) An equivalent combination of training and experience.

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NYS Civil Service Commission Approval: N/A

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