

Jurisdiction: Oneida County & Schools

Jurisdictional Class: Competitive

Revised: 6/15/90

## **SENIOR AUDIT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this position performs 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 cases receive only infrequent general instructions. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees and 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 auditing work for a unit;

Conducts routine correspondence on matters where policies and procedures are well defined;

Processes checks, codes and files requisitions, claims, vouchers, bills and receipts;

Supervises the processing, sorting, auditing and posting of a variety of control records and reports;

May be responsible for the preparation of reports from ledger cards or other records;

Compiles data for, and prepares and analyzes complex financial and statistical records and reports;

Contacts vendors, caseworkers and others to obtain needed data;

Operates computing, calculating or other office machines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern methods of maintaining and auditing 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; a high degree of accuracy; clerical aptitude; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or the possession of a New York State high school equivalency diploma, and two (2) years of experience in auditing financial transactions and records; **OR**
- (B) Three years of experience in auditing financial transactions and records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.