

SENIOR AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for prioritizing, assigning and supervising the audit of documents generated by the accounts payable system and/or performing moderately difficult auditing functions under strict time constraints. Work is performed under general supervision of the Deputy Comptroller in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Audit Clerk by the independence allowed in carrying out the work and by the responsibility for supervision of subordinate staff involved in the audit of financial documents. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prioritizes, assigns and reviews the audit of financial documents generated by the accounts payable system and instructs employees in the specialized details of the work;
Reviews more complex and/or time-sensitive vouchers, invoices and other financial documents according to prescribed procedures and policies in order to verify the accuracy and completeness of information recorded on them;
Checks for accuracy of computations;
Instructs or assists departmental accounts payable personnel in the accurate completion of financial documents;
Submits financial documents for payment;
Responds by telephone or in writing to routine departmental and vendor problems and inquiries;
Monitors a variety of accounts and verifies that adjustments are made to correct allocations;
Maintains the vendor number file;
Encumbers, tracks and monitors vouchers for contractual payments;
May assist in the performance of departmental or procedural audits through supervision of compilation of information and through review of specific accounts or accounting processes to identify and/or reconcile discrepancies;
May process, sort, index, record, copy and file documents, records, and reports;
Operates telephone, computer terminal, copier, calculator, typewriter and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in auditing and verifying financial records and accounts;
Thorough knowledge of office terminology, procedures, equipment and business English;
Ability to prioritize, assign and supervise the work of auditing and clerical assistants;
Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately;

Ability to cope with regular changes in work priority and fluctuations in volume;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to write legibly;
Ability to analyze and organize data;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public, subordinates and other work contacts;
Integrity and good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping and one year of experience auditing financial accounts and records; or
- B) Graduation from high school or possession of an equivalency diploma and three years of experience auditing financial accounts and records; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Note: Auditing experience is defined as experience in the process of documenting the veracity of financial data. It includes the review of internal controls, the systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.