

AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for independently performing the review and verification of payroll transactions and assisting in the auditing of vouchers in the County Administrator's Office. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. An Audit Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and audits countywide payroll records inclusive of rates, overtime rates, adjustments, out-of-title pay, etc. in order to ensure accuracy;
- Maintains employee salary records;
- Verifies accuracy of paperwork submitted for purposes of establishing salary rate, grade and step or bi-weekly adjustments for new county employees or changes in existing county employees;
- Notifies appropriate department of any inaccuracies or errors in any submitted forms;
- Audits a variety of payroll related payments such as uniform allowances, sick leave incentive, insurance buyouts, etc.;
- Assists with the preparation of the county budget by projecting salaries and related materials;
- Assists in auditing vouchers submitted for payment by determining allowable expenditure limits and computes total payment to vendor according to adopted laws, legislation and contracts;
- Operates computing, calculating, personal computer or other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of maintaining and reviewing financial transaction; good knowledge of office terminology, procedures, and equipment; good knowledge of business English; ability to understand and carry out oral and written directions; knowledge of governmental accounting and auditing policies and procedures; ability to make arithmetic computations rapidly and accurately; ability to write legibly; a high degree of accuracy; clerical aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and three years of experience in the processing or auditing of payroll transactions and records.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: