

SENIOR AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for independently performing the review and verification of financial transactions and the auditing of bills in the County Administrator's Office. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Supervision may be exercised over the work of clerical assistants. A Senior Audit Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and audits claims for payments of services;
- Determines allowable expenditure limits and computes total payment to vendor according to adopted and prescribed laws, legislation, and contracts;
- Maintains accurate records of legislative minutes, resolutions, and regulations pertaining to the processing of vouchers;
- Processes and audits bills, checks, codes, and files requisitions, claims, vouchers, and receipts;
- Processes, sorts, audits, and posts a variety of control records and reports;
- Provides financial information to departments and individuals concerning policies, procedures, programs, and contracts;
- Compiles data for and assists in the preparation of financial and statistical records and reports;
- Contacts department heads, payroll clerks, and others to obtain needed data;
- Operates computing, calculating, or other office machines;
- May instruct subordinate clerical employees in the processes of the office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of maintaining and reviewing 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; 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 two years of experience in the auditing of governmental financial transactions and records.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/20/95

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