

INTERMEDIATE AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for auditing contracts and claims, and maintaining financial records, on both manual and automated financial record systems. Supervision is not a responsibility of the class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews accounts payable claims against purchase orders, trust funds, contracts and agreements to verify vendor, order number, invoice number, article, unit price terms, appropriation change;

Computes unit prices, discounts, charges and credits related to accounts payable claims to insure the accuracy of computations;

Maintains cross-index, manual and automated and financial record keeping systems for the recording of payments as verified with purchase orders, trust accounts, contracts and agreements;

Reviews purchase orders to verify accuracy, timeliness, correct delivery of orders, and sufficient funds for payment and sends appropriate copies to unit supervisor and Department of Finance for approval, processing and payment;

Follows up on inquiries from vendors for information on the status of their claims;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office procedures; good knowledge of business arithmetic and English; knowledge of the methods used in keeping financial records and accounts; ability to understand and carry out oral and written directions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; clerical aptitude; mental alertness; good judgment; ability to get along well with others; physical condition commensurate with the demands of the job.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and one year of clerical experience involving the keeping of financial records.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for the year of clerical experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive
DRC3

Job Class Code: C0549
Job Group: IV