

AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher level accounting position, the incumbent of this position is responsible for auditing accounts payable including contracts, claims and/or payrolls. Supervision is not a responsibility of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Verifies and checks accounts payable claims against purchase orders, contracts and agreements as to vendor's name, order number, invoice number, articles, unit prices, terms, appropriation changes;

Computes unit prices, discounts, excise taxes or any other deductions related to accounts payable claims;

Prepares tape of invoices to be paid and forwards approved invoices and claim forms for preparation of bill schedule and checks;

Checks all confirmation orders against outstanding and paid order files;

Checks outstanding bills against statements from vendors;

Follows up requests by vendors for information concerning the status of their claims;

Maintains files for recording payments to public utilities and other vendors;

Prepares independent reconciliations of bank account statements putting canceled checks in numerical order and comparing checks with entries in cash disbursement book;

Audits payrolls for accuracy of amounts, the correctness of deductions made, and the distribution of charges against proper budgetary accounts;

Mails checks to vendors;

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

Performs other miscellaneous auditing tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of methods used in auditing accounts payable; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; mental alertness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months of clerical experience involving the keeping of financial records.

SUBSTITUTION: Satisfactory completion of 15 college credits* may be substituted for the required financial recordkeeping experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.