



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SENIOR AUDIT CLERK**
Jurisdictional Class: Competitive
Civil Division: County Departments
Adoption: CSM
Revised: CSM 09/12/01, 01/09/02

DISTINGUISHING FEATURES OF THE CLASS:

Performs and/or supervises moderately difficult and responsible clerical work in reviewing and verifying fiscal transactions; does related work as required. This is moderately difficult clerical work involving responsibility for independently performing and/or supervising the review and verification of fiscal transactions and the auditing of bills. The work may require a general understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Supervision may be exercised over the work of one or more clerical assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Audits claims for payments for services rendered to welfare recipients;
Determines allowable expenditure limits and computes total payment to vendor;
Assigns work, reviews and records work done and instructs new employees in specialized clerical work of a unit;
Conducts routine correspondence on matters where policies and procedures are well defined;
Processes checks, codes and files requisitions, claims, vouchers, bills, and receipts;
Supervises processing, sorting, auditing, and posting of a variety of control records and reports;
May be responsible for the preparation of reports from ledger cards or other records;
Compiles data for and prepares and analyzes complex financial and statistical records and reports;
Contacts vendors, Caseworkers, and others to obtain needed data;
Operates computing, calculating or other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;
Ability to plan and supervise work of others;
Ability to make arithmetic computations rapidly and accurately;
Ability to write legibly;
Clerical aptitude.

MINIMUM QUALIFICATIONS:

- (A) Associate's Degree from a regionally accredited college or NYS registered college or university in accounting; **OR**
- (B) Associate's Degree from a regionally accredited or NYS registered college or university which must have included at least 12 credit hours in accounting; **OR**
- (C) Graduation from high school or possession of an equivalency diploma AND 2 years of experience in auditing financial transactions and records; **OR**
- (D) Graduation from high school or possession of an equivalency diploma AND 3 years of maintaining financial accounts and records; **OR**
- (E) An equivalent combination of training and experience as defined by the limits of "A" and "B" and "C" and "D" above.

NOTE: Auditing: the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.