

Jurisdictional Class: Competitive
Adopted: October 11, 2000
Revised: June 25, 2010

PRINCIPAL AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class independently audits county expense vouchers, warrants, and claims and authorizes the payment of monies in accordance with budget appropriations. Work is performed within established guidelines and policies with wide leeway for independent action in determining which of the claims are within appropriations and which budget accounts will be charged with the expenditures. The incumbent also performs a variety of special assignments delegated by the Board of Legislators. May be required to act for and in place of the Clerk of the Board of Legislators during an absence. Supervision is exercised over the work of a small number of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Independently audits or supervises the audit of expense vouchers, warrants, and claims against county budgetary appropriations to establish validity of claims and the manner by which accounts will be charged, ensuring executed contracts are on file;

Approves the payment of monies against warrants and claims and forwards approvals to the County Treasurer;

Prepares and disburses vendor checks;

Audits travel requests prior to submission to the County Administrator;

Audits capital project claims, contractor submissions for reimbursement, and retainage amounts to be withheld;

Maintains capital project accounts which includes assuring that approval for payment has been made, contractor bid prices are adhered to, and project balances do not exceed appropriations;

Assists with the auditing and analysis of the annual budget requests submitted for the county budget and makes recommendations to the Budget Officer;

Assists with adjusting department budget and reports to the Finance Committee;

Assists in devising policies and procedures relating to business administration for departments, agencies, and municipalities within the county;

Maintains ledger accounts for operating agencies to keep current and accurate budget balances;

Initiates and installs work methods and procedures to promote economy and efficiency in departmental administration;

Reviews, processes, and forwards to appropriate state departments per capita aid and other state aide reports;

Maintains current record of laws and procedures relative to county government appropriations process, audit, and budgetary techniques;

Anticipates and initiates budget fund transfers;

Audits, processes and prepares claims for county insurance benefits including worker's compensation, liability, automobile, and others;

Reports audit findings to County Legislature and makes recommendations for correction of problems.

Principal Audit Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods of maintaining and reviewing financial transactions;
Thorough knowledge of financial management theories and the functional organization of work;
Thorough knowledge of methods and procedures used in keeping financial records and accounts;
Good knowledge of office terminology and procedures;
Ability to analyze and evaluate financial and business management procedures on departmental administrative levels;
Ability to prepare statistical and brief narrative reports;
Ability to plan and supervise the work of others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible clerical experience; two (2) years of which must have involved account keeping or auditing experience.

NOTE: Training beyond high school in accounting or auditing may be substituted on a year-for-year basis for experience.