

Jurisdictional Class: Competitive
Adopted: October 5, 1988
Revised: May 24, 2011

SENIOR AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class audits county warrants and claims and authorizes the payment of monies in accordance with budget appropriations. Work is performed within established guidelines and policies with leeway for independent action in determining which of the claims are within appropriations and which budget accounts will be charged with the expenditures. Difficult or unusual problems may be summarized and referred to a higher authority for resolution. The incumbent also performs a variety of special assignments delegated by the Board of Legislators. Supervision may be exercised over the work of a small number of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Audits or supervises the audit of warrants and claims against county budgetary appropriations to establish validity of claims and the manner by which accounts will be charged;
Approves the payment of monies against warrants and claims and forwards approvals to the County Treasurer;
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;
Reports audit findings to County Legislature and makes recommendations for correction of problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods of maintaining and reviewing financial transactions;
Good knowledge of financial management theories and the functional organization of work;
Good 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 simple 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 four (4) years of 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.