

CHIEF AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is primarily auditing work which involves a responsibility for overseeing the work activities of the accounts payable unit in the Department of Finance, including reviewing documents required for the authorization of payment of all County invoices and purchase orders. Supervision is exercised over a small number of account keeping and related employees and general direction is received from an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises work performed by accounts payable unit in the Department of Finance;
Pre-audits all county vouchers and purchase orders to be paid from operating funds and prepares for the payment of all invoices, purchase orders involving contracts, utility bills, travel, service charges etc.;

Insures the availability of funds prior to authorizing payments for incurred expenditures and approves warrants;

Processes all one of a kind transactions, i.e., youth bureau programs, etc.;

Prepares and maintains a rental schedule for County leased property and assures that all rentals are prepared the beginning of each month;

Reviews all vendor accounts when a problem exists regarding the payment of bills or vouchers;

Maintains payment packs in Control Book, issues numbers and keeps totals for each fund;
Closes out weekly warrants, totals all funds and reports to Data Processing with figure breakdown by fund for the week;

Researches reasons why warrants are rejected by computer and makes any necessary adjustments to resubmit;

Revises and systematizes bills and voucher processing methods and procedures;
Prepares correspondence independently on matters relating to the activities of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of bill and voucher processing and record keeping procedures applicable to municipal fiscal operation; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management and supervisory techniques; familiarity with accounting systems; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to plan, schedule and direct work effectively especially as related to an accounts payable unit; high degree of accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of account keeping* and/or bookkeeping experience, one (1) year of which involved the direction of account keeping personnel.

(over)

NOTE:

1. Technical or vocational training or clerical experience may be substituted for schooling
2. Education beyond high school may be substituted for the general experience on a year-for-year basis for up to a maximum of two (2) years, provided the courses included or was supplemented by six (6) credit hours of bookkeeping or accounting.

PROMOTION: One (1) year of permanent status as a Principal Audit Clerk.

*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc.; preparation of trial balances; tax report preparation.

Experiences as a payroll clerk, bank teller or similar work involving financial transactions will be qualifying for entry level account clerk but not higher level account clerk positions. Routine cashier or similar experience and inventory or other record keeping duties not involving financial transactions shall not be deemed qualifying.