

Department: Social Services
Classification: Competitive
Grade: 10

SPEC DISK F2
DOCUMENT 21

SENIOR AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for moderately difficult clerical work with responsibility for independently performing and/or supervising the review and verification of fiscal transactions and the auditing of bills in the County Social Services Department. The work requires 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 is exercised over the work of one or more Audit Clerks and/or other clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and audits claims for payments for services rendered to social services recipients;
Determines allowable expenditure limits and computes total payment to vendor;
Assigns audit work, reviews and records work done and instructs new employees in specialized auditing work of a unit;
Conducts routine correspondence on matters where policies and procedures are well defined;
Processes and audits bills, checks, codes and files requisitions, claims, vouchers and receipts;
Supervises the 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 related to the auditing function;
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;
Trains subordinate clerical employees in the process of the Unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of maintaining and auditing 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 the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly, a high degree of accuracy; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and four years of experience in auditing financial transactions and records; or
- (b) Seven years of experience in auditing financial transactions and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).