

AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine clerical tasks in the auditing and verification of financial transactions. The work is repetitive in nature and involves the application of standardized price and fee schedules to bills to determine the appropriateness of charges submitted by vendors for payment. The work is performed under general supervision and requires the exercise of independent judgment in carrying out the details of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Audits claims and bills to assure the accuracy of the computation of charges for services rendered;
Compares the amounts charged to the price and fee schedules to determine if the charges are within expenditure limits;
Updates and maintains various records, accounts and schedules concerning eligibility and maximum allowable payments;
Contacts or receives inquiries from vendors concerning discrepancies in bills or questions about payments and explains orally or in writing, auditing policy according to established guidelines;
Prepares checks and transmits them with a copy of their bill to the vendors in payment for services or materials provided;
May operate computing, calculating and other office machines;
Performs a variety of other clerical duties such as sorting, indexing, filing, or posting of payments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of maintaining and reviewing financial transactions; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; 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 a high school equivalency diploma including, or supplemented by, the successful completion of a bookkeeping course; or
- (b) Two years of experience in maintaining or reviewing financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).