

SENIOR AUDIT CLERK
(ALBANY HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs moderately difficult auditing and record analysis work involving the verification of fiscal transactions. This work is technical auditing and record analysis involving the verification of fiscal and accounting transactions performed in accordance with standardized auditing procedures. This position differs from that of Audit Clerk by virtue of the greater technical and/or supervisory responsibilities involved. Work is performed under the general supervision of an administrative superior with leeway allowed for the exercise of independent judgment in carrying out the tasks. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs auditing and record analysis work in the verification of such fiscal transactions and accounting practices and procedures as financial records and accounts, cash flow and accounts receivable to check for accuracy of support staff work;
- Audits payments for services rendered to the clients of a city department or authority, auditing, for example, rent charges and security deposit payments;
- Sorts, indexes and files bills, requisitions, ledger cards, and other material
- Posts records of payment to individual ledgers;
- Makes arithmetical computations, compiles and types statistical and auditing reports;
- Operates computing, calculating and other office machines;
- May investigate various departmental fiscal problems and prepare reports for an administrative superior;
- May supervise the work of subordinate to insure for accuracy and completeness;
- May perform typing and other related clerical tasks
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods of maintaining and reviewing financial transactions and reports;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of personal computers and office equipment;
- Working knowledge of auditing principles, practices and procedures;
- Ability to prepare accurate and complete reports of audit findings;

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- Ability to make arithmetical computations rapidly and accurately;
- Ability to understand and follow oral and written instructions;
- Ability to get along with others;
- Ability to write legible;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of high school equivalency diploma and two (2) years fulltime paid experience in auditing, bookkeeping or financial record keeping work; **OR**
- B. Any equivalent combination of training and experience.

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