

PROMOTIONAL OPPORTUNITY ONLY FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES

AUDIT SPECIALIST

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE

SALARY RANGE: \$23.61-\$30.53/HOUR

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level clerical position involving the systematic review and auditing of claims, contracts, vouchers and accounts to ensure financial transactions are accurate and properly recorded. This position is a point of contact for the Finance department, and the incumbent will perform the initial review and auditing of information, that remain unique to the individual departments. Employees in this class perform work independently according with established policies and procedures, with general supervision and guidance provided by a higher-ranking supervisor. This position may provide supervision to lower-level clerical staff working on similar duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyze, audit and reconcile accounts, claims, contracts and vouchers to ensure accuracy, proper

authorization and compliance with program guidelines and procedures;

Track, record and document any financial changes to an account and assign proper General Ledger account information when necessary;

Maintains accurate accounting records for each case, within the assigned program software;

Perform daily, monthly and periodic reconciliations on accounts to ensure financial accuracy;

Research, identify and resolve discrepancies or inaccurate account information to maintain accuracy;

Serves as liaison with New York State agencies regarding program administration;

Creates, generates, maintains and distributes a variety of records and reports as necessary;

Assist department personnel by providing guidance on accounting procedures, financial processes, and

program requirements;

Responsible for following all safety and security measures with Federal Tax Information per Publication

1075, where applicable;

Responsible for assisting the department with purchasing procedures where applicable;

May process work orders as assigned;

May supervise lower-level support staff as assigned;

May process payroll as assigned;

Attend meetings, training sessions, and conferences as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods and procedures of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to follow simple oral and written directions; ability to write legibly; clerical aptitude; mental alertness; a high degree of accuracy; tact and courtesy; physical condition commensurate with the demands of the job.

PROMOTIONAL QUALIFICATIONS:

Candidates must be currently permanent in one of the following title(s) within a Chautauqua County department and held such qualifying title(s) for the number of years as described below at the time of application **and** appointment:

Audit Clerk for two (2) years; OR

Senior Account Clerk for one (1) year.