

ACCOUNTS PAYABLE AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving the audit of documents generated by the accounts payable system according to established policies and procedures. The incumbent is responsible for insuring the accuracy and completeness of vouchers, invoices, and checks submitted for payment. The work requires routine interaction with departments and vendors. The incumbent may assist in departmental and procedural audits by compiling and reviewing documentary or procedural information reflecting specific accounts or accounting processes. The incumbent may perform routine clerical tasks or assist other clerical staff as needed to insure timely work flow. Positions in this class are supervised by personal observation and review of work in progress or upon completion. The Accounts Payable Auditor has no supervisory responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews vouchers, invoices and other financial documents according to prescribed procedures and policies in order to verify the accuracy and completeness of information recorded on them;
Checks for accuracy of computations;
Instructs or assists departmental accounts payable personnel in the accurate completion of financial documents;
Submits financial documents for payment;
Responds by telephone or in writing to routine departmental and vendor problems and inquiries;
Monitors a variety of accounts and verifies that adjustments are made to correct allocations;
May assist in the performance of departmental or procedural audits by compiling and reviewing documentary or procedural information reflecting specific accounts or accounting processes;
May process, sort, index, record, copy and file documents, records, and reports;
Operates telephone, computer terminal, copier, calculator, and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial records and accounts;
Good knowledge of office terminology, procedures, equipment and business English;
Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately;
Ability to cope with regular fluctuations in work volume;
Ability to perform close, detail work involving considerable

visual effort and strain;
Ability to write legibly;
Ability to analyze and organize data;
Ability to understand and interpret complicated oral and/or written instructions;
Ability to develop effective working relationships and deal diplomatically with the public;
Integrity and good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in accounting, business, or a closely related field; or
- B) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; or
- C) Graduation from high school or possession of an equivalency diploma and two years of experience maintaining financial accounts and records; or
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.