

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Auditor's Office
Senior Audit Clerk
\$29,941 - \$35,286

DATED: May 4, 2021

LAST DAY FOR FILING: May 18, 2021

EOE

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the systematic review of claims, contracts and vouchers for payment, of all County bills. An employee in this class usually works under general supervision according to detailed procedures and calls for the frequent exercise of independent judgment. The work requires a thorough understanding of County financial policies and procedures. The work may require a general understanding of specific law, office rules, procedures and policies. Supervision may be exercised over the work of one or more clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the process of the auditing of bills or vouchers verifying for accuracy and approvals for payment to insure conformance to contracts or other financial agreements;
- Checks bills, vouchers and financial reports records for accuracy and approvals;
- Files bills and authorizations for payment;
- Communicates financial policies and procedures to departments;
- Obtains additional information from departments and vendors as necessary;
- Compiles data and prepares financial reports on auditing matters;
- Answers telephone and gives information on routine matters;
- Operates computer, calculator or other office machines;
- Oversees the County's fixed asset inventory;
- Audits expenses and maintains financial records for the County's Workers Compensation Program;
- May perform other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern methods 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 oral and written directions; ability to write legibly; clerical aptitude; a high degree of accuracy, tact, and courtesy; strong communication skills; ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND;**

(a) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree, or higher, in business administration, accounting or closely related field; **OR**

(b) Two (2) years of experience in maintaining financial accounts and records; **OR**

(c) An equivalent combination of training and experience as defined in (a) and (b) above.

NOTE: Successful completion of coursework in business administration, accounting or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for one (1) year of the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com.