

REIMBURSEMENT/AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible clerical work of a complex nature performed under direct supervision of a department manager. It involves the performance of responsible financial and related record-keeping tasks and may involve supervision over one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks vouchers for completeness and accuracy;  
Verifies voucher expenditures for county department against the county appropriation register and, using a set formula, calculates totals for state reimbursements;  
Reviews departmental expenditures and, using a calculation set by law, determines the percentages and amount of expenses to be reimbursed by the state;  
Verifies footings and extensions as they appear on vouchers; insures documentations are complete.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of bill and voucher processing and record-keeping practices applicable to municipal fiscal operation; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to carry out complex oral and written instructions; high degree of accuracy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and four (4) years of clerical experience which shall have involved the keeping or auditing of financial accounts and records; or
- b) Six (6) years of clerical experience which shall have involved the keeping or auditing of financial accounts and records; or
- c) An equivalent combination of training and experience as indicated above.