

**CLASS TITLE: ACCOUNTS AND CONTROL CENTRALIZED
 ACCOUNTING CLERK**

**Class Code: 02412800
Pay Grade: 21A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct pre-audit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursement and travel vouchers, imprest reimbursement vouchers, state payrolls and pension payrolls in order to determine their accuracy, legality and compliance with federal regulations and state policies and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form; work is reviewed for conformance with federal and state laws and rules, as well as department policies.

SUPERVISION EXERCISED: May supervise other staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct pre-audit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursement and travel vouchers, imprest reimbursement vouchers, state payrolls and pension payrolls in order to determine their accuracy, legality and compliance with federal regulations and state policies and procedures.

To post invoices and other financial information to an integrated financial system after first determining the accuracy and appropriateness of data.

To update and maintain state payroll and pension data.

To process and post payments in an integrated financial system and prepare reconciliation reports.

To facilitate the processing of financial data, as needed.

To examine personnel and pension action forms, payroll vouchers and payroll deductions to determine accuracy and proper authorization, and ensure associated payments and deductions are made as authorized.

To correct erroneous payroll and pension payments, update computer files with such corrections and communicate with departments regarding corrections and the proper processing of payroll and pension forms.

To post invoices and other financial information to an integrated financial system after first determining the accuracy and appropriateness of the data.

To process and post payments in an integrated financial system and prepare reconciling reports,

To operate computer hardware and software in order to process invoices and payments through an integrated financial system, to update and maintain state payroll and pension data, and to utilize personal computer-based software (including spreadsheets) and data systems for analyzing various documents and records.

To assure the legality, accuracy, and propriety of department financial transactions by verifying their conformance to federal and state laws, personnel rules, contractual agreements, administrative regulations, and department policies and procedures.

To pre-audit and/or post audit various types of payments and/or reimbursements, including purchase card transactions.

To assist in the preparation of periodic and annual employer tax returns, calendar year-end wage and tax statements (W-2's), and duplicate and corrected year-end wage and tax statements (W-2's).

To review various business processes and practices used by department for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures.

To provide instruction and advice to state employees and departments, and act as a liaison between the department, other state agencies and vendors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques involved in the operation of the post and pre-audit components of an accounts payable, finance system of a state agency or private business operation, or a payroll system for a large state department/agency, and the ability to apply such knowledge; a thorough knowledge of the preparation and processing of a variety of vendor, employee payments and reimbursements and/or the processing of a variety of regular and special payrolls; the ability to review, pre-audit and post various types of accounting/financial data; the ability to interpret and apply rules and regulations relating to the function of the payroll and accounts payable offices; the ability to determine the mathematical accuracy and propriety of payroll transactions; the ability to prepare clear and concise oral and written reports; a familiarity with spreadsheets, databases, and word processing computer software; the ability to establish and maintain effective working relationships with superiors, department sections and other state and private agencies, organizations and employees; the ability to maintain a current working knowledge of the latest requirements and developments in processing payment documents; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school, including or supplemented by courses in bookkeeping, accounting, or related subjects; and

Experience: Such as may have been gained through: employment in a responsible position with responsibility for the preparation and processing of financial transactions or payroll in a state agency or private business operation, or employment with responsibility for a specific accounts payable function or activity, or a specific payroll function or activity in a state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.