

**CLASS TITLE: ACCOUNTS AND CONTROL SUPERVISING
 PREAUDIT OFFICER (DOA)**

**Class Code: 02451800
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration Office of Accounts & Control, to plan, organize, supervise and review the work of employees engaged in the preaudit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursements 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 before payment is made; to review various business processes used by state departments for compliance with state laws, policies, and procedures; to provide various advisory services to state departments as needed; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received; work is reviewed for conformance with federal and state laws, rules and policies and for conformance with supervisory work programs.

SUPERVISION EXERCISED: Plans, supervises, organizes, and reviews the work of a staff engaged in the preaudit of vendor and employee transactions for accuracy and compliance with prescribed methods and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration Office of Accounts & Control, to plan, organize, supervise and review the work of employees engaged in the preaudit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursements 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 before payment is made.

To review various business processes used by state departments for compliance with state laws, policies, and procedures; to provide various advisory services to state departments as needed.

To administer the state's purchase card program.

To oversee the proper issuance and use state purchasing cards, and to assist in developing controls and policies to ensure compliance.

To oversee the proper enrollment of state vendors to ensure accurate information is collected and reported.

To assist with the administration of state travel, and to review and approve requests for travel that are outside the scope of the current travel policy.

To assist with and maintain the state's mileage system, and to respond to agency requests for assistance.

To provide and disseminate information as required, i.e. advice and instruction to employees, departments, and agencies concerning the proper processing of vendor invoices, employee reimbursements and travel vouchers, adjustments, and payment documents.

To operate hardware in order to process various payments through the state's financial system and to utilize software, spreadsheets and data systems for analyzing various documents and records.

To process transactions through hard copies, on-line electronic vouchers, and digital means.

To verify the accuracy of and suggest changes regarding correcting and discrepancies with various monthly, weekly, and daily payrolls.

To develop and recommend preaudit and post-audit techniques.

To supervise the maintenance of important records and files in both digital and paper forms.

To follow important technical memoranda pertaining to prescribed pre-auditing and financial procedures.

To assist in the training of new employees.

To assist in the development of new office procedures.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the implementation of an accounts payable system on an enterprise-wide basis; the ability to interpret and apply Purchasing, Accounts & Control, and other related offices' laws, rules, regulations policies and procedures to the function of an accounts payable office; the ability to cohesively interpret and apply such laws, rules, regulations, policies and procedures in a unified manner in order to properly resolve complex problems; a working knowledge of supervisory principles and practices; the ability to supervise, train and guide an accounts payable office operation engaged in the preparation and processing of a variety of vendor and employee payments and reimbursements; a thorough knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; the ability to plan, organize, supervise and review the work of a staff engaged in performing a variety of financial and payment functions for a large number of vendors and employees; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, other state and private agencies and organizations and employees; a working knowledge of various types of computer software including but not limited to spreadsheets, databases, word processing and financial applications; the ability to maintain a current working knowledge of the latest requirements and developments in processing payment documents and other related areas; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of an Associate's Degree in Accounting, Finance, Business Administration or related field; and

Experience: Three (3) to five (5) years of employment in a position involved in conducting pre-audit of documents and/or computer files in connection with vendor invoices, payment requisitions, and a variety of vouchers (including payroll, adjustment, employee reimbursement, travel, imprest reimbursement), payrolls and pensions including related supervisory experience.

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

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