

**CLASS TITLE: CENTRAL ACCOUNTS PAYABLE PREAUDIT CLERK
DEPARTMENT OF ADMINISTRATION**

Class Code: 02451700

Pay Grade: 17A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To preaudit documents and/or computer files in connection with vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, and employee travel vouchers and reimbursements in order to determine their accuracy and compliance with state procedures and propriety before payment is made; to review various business processes used by state departments for economy, efficiency and compliance with state and federal 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 in outline form; work is reviewed for conformance with federal and state laws, rules and policies and for conformance with supervisory work programs.

SUPERVISION EXERCISED: As required, supervises and reviews the work of assigned staff engaged in the preaudit vendor and employee transactions for accuracy and compliance with prescribed methods and procedures on a periodic or project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To examine vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel and reimbursements to determine if they have been properly authorized and are legitimate state expenditures based on various guidelines.

To assure the propriety and accuracy of state payments by verifying their conformance to state procedures, budgetary requirements and purchasing guidelines.

To review various business processed by state departments for economy, efficiency and compliance with state and federal laws, policies and procedures.

To provide informational service as required, i.e., advice and instruction to various employees, departments, and agencies concerning the proper processing of vendor and employee vouchers, adjustments, and encumbrance documents.

To operate computer hardware in order to process various payments through the mainframe system and through personal computer base systems, and to utilize personal computer based software, spreadsheets and data systems for analyzing various documents and records.

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

To assign, batch and document numbers to various payment vouchers, adjustment vouchers, purchase orders and miscellaneous encumbrances allowing documents to be entered into the state accounting system.

To analyze various documents and prepare adjustment vouchers to correct documents, if necessary.

To preaudit Violent Crime Indemnity Vouchers and determine the flow of voucher payments based on the available of funds.

To process transactions through hard copies, online electronic vouchers, and sundry payee diskettes.

To preaudit, process and batch retirement refund vouchers, and to check the accuracy of federal tax withholdings on vouchers.

To preaudit, process and batch various monthly pension payments and weekly dependent car vouchers.

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 for a large state department/agency, and a working knowledge of supervisory principles and the ability to apply such knowledge on assigned projects in an accounts payable office operation; a thorough knowledge of the preparation and processing of a variety of vendor and employee payments and reimbursements, purchase orders, miscellaneous encumbrances and adjustment vouchers; 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 review the work of assigned staff on a project basis; the ability to interpret and apply rules and regulations relating to the function of an accounts payable office; the ability to determine the mathematical accuracy, legality, and propriety of various payment transactions; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relations with superiors, other state and private agencies and organizations and employees; a familiarity with various types of computer software, such as spreadsheets, data bases, word processing and mainframe 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: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping, accounting computing or related subjects; and

Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of voucher payments in a small state agency or private business operation, or employment with responsibility for a specific payment function or activity in a large state agency or private business operation.

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

Revised

June 7, 1998