

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

**Class Code: 02451800
Pay Grade: 24A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of employees engaged in the preaudit of 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 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:

To plan, organize, supervise and review the work of employees engaged in the preaudit of documents and/or computer files in connection with vendor payments/ purchase orders/ miscellaneous encumbrances/ adjustment vouchers/ employee travel vouchers and reimbursements in order to determine their accuracy, and compliance with state procedures and propriety before payment is made.

To preaudit, process, and batch various types of 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 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, spreadsheet and data systems for analyzing various documents and records.

To process transactions through hard copies, on-line electronic vouchers, and computer diskettes.

To verify the accuracy 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.

To follow important technical memoranda pertaining to prescribed preauditing 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:

KNOWLEDGES, 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; a working knowledge of supervisory principles and practices and the ability to apply such knowledge in supervising an accounts payable office operation engaged in 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 plan, organize, supervise and review the work of an accounts payable office staff engaged in performing a variety of payment functions for a large number of vendors and employees; 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 relationships with superiors, other state and private agencies and organizations and employees; a familiarity with the various types of computer software: spreadsheets, databases, 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 in a supervisory position involving the preparation and processing of voucher payments in a small agency or private business operation, or employment in a supervisory position in charge of 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.

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