

CLASS TITLE: CHIEF PREAUDIT SUPERVISOR

Class Code: 02459500
Pay Grade: 31A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of employees engaged in the preauditing of state payrolls or pension payments, or engaged in the examination of documents used in connection with receipts, encumbrance, and disbursement procedures to determine their accuracy, legality and proprietary before payment is made.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review for results obtained and compliance with prescribed procedures and directives.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of subordinates engaged in preauditing activities: reviews the work for accuracy, completeness and conformity with law, rules, policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, supervise and review the work of employees engaged in the preauditing of state payrolls and pension payments or engaged in the preauditing vouchers other than payrolls.

To be responsible for maintaining strict scheduling of processing payrolls and vouchers in accordance with state laws, regulations, prescribed policies and directives.

To supervise the development, maintenance, and review of computer data information and systems for accurate and timely performance.

To provide proper techniques and procedures to efficiently preaudit state payrolls and vouchers.

To be responsible for the work performance of a preaudit staff involving the application of federal and state laws, rules, regulations, contracts and agreements relating to the payment of payrolls or vendors.

To maintain an effective liaison with all state departments and agencies to insure proper payments to employees or vendors and to resolve various problems as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques relating to preaudit procedures as they relate to payments of various types of payrolls and vouchers, a working knowledge of state and federal laws, rules and regulations and basic provisions of business and union contracts; a working knowledge of the principles, practices, and techniques used in the preparatory and presentation of payroll, encumbrances and voucher data involving data processing equipment; the ability to plan, organize, supervise and review the work of a large centralized preaudit staff; the ability to determine the mathematical accuracy, legality and propriety of payroll payments or payments to vendors; and related capacities and skills.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or recognized standing with specialization in accounting, business administration, public administration, or electronic data processing.

Experience: Such as may have been gained through: employment in a supervisory position involving the preaudit and payment of payrolls or vendors in a complex environment.

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

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