

**CLASS TITLE: HIGHER EDUCATION FINANCE OFFICE  
PREAUDIT CLERK**

**Class Code: 02456300  
Pay Grade: 17A  
EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the college/university's central financial office, to preaudit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel vouchers and imprest reimbursement vouchers in order to determine their accuracy and compliance with state policies, procedures, and propriety prior to payment; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by college/university departments for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures; to provide various services to the college/university, and act as a liaison between the college/university and other state agencies, vendors, etc., to facilitate the processing of financial data as needed; and to do related work as required.

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

**SUPERVISION EXERCISED:** As required, supervises and reviews the work of assigned clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the college/university's central financial office, to preaudit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel vouchers and imprest reimbursement vouchers in order to determine their accuracy and compliance with state policies, procedures, and propriety prior to payment; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by college/university departments for effectiveness, economy, efficiency and compliance with federal, and state laws, policies and procedures, as well as internal policies and procedures; to provide various services to the college/university, and act as a liaison between the college/university and other state agencies, vendors, etc., to facilitate the processing of financial data, as needed.

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

To review various business processes utilized by college/university departments for economy and efficiency, and for compliance with federal and state laws, policies, and procedures, as well as college/university policies and procedures.

To provide service as required (e.g., advise and instruct various employees and campus offices concerning the proper processing of requisitions and various financial documents).

To operate computer hardware and software in order to process various payments through mainframe and/or personal computer-based systems, and to utilize personal computer-based software (including spreadsheets) and data systems for analyzing various documents and records.

To verify the posting accuracy of the payroll data to the accounting system, and to prepare correcting entries for any suspense discrepancies of the bi-weekly, student and monthly payrolls.

To enter, review, audit and correct financial data and update computer system.

To assign, batch and document numbers to various payment vouchers, receipt vouchers, adjustment vouchers, purchase orders, college requisitions, and miscellaneous encumbrances, allowing documents to be entered correctly into the college/university accounting system.

To review financial documents as to accuracy and appropriateness, as well as to prepare adjustment vouchers to correct documents, if necessary, prior to entering into college/university integrated financial systems.

To process transactions either through hard copy documents, on-line electronic vouchers, or any other medium source that may be utilized.

To send invoices to off-campus agencies on miscellaneous account receivables, and to follow up with these individuals/organizations to secure/insure payment.

To preaudit and/or postaudit various types of payments and/or reimbursements to college/university employees.

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 and/or operation of the post and preaudit components of an accounting, accounts payable, or financial system for an institution of higher education, and the ability to apply such knowledge on assigned projects in an accounting or 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 working 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; a familiarity with spreadsheets, databases, and word processing computer software; the ability to review, preaudit, and post various types of accounting/financial data; the ability to lead assigned finance office staff engaged in performing a variety of functions for a large number of employees; the ability to interpret and apply rules and regulations relating to the function of the accounting and 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, college/university departments and other state and private agencies and organizations and employees; 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 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.

Class Created: November 19, 2000

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