

**CLASS TITLE: SUPERVISING PREAUDIT CLERK**

**Class Code: 02451500**

**Pay Grade: 21A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, supervise and review the work of employees engaged in the examination of documents used in connection with encumbrance, disbursement and receipt procedures in order to determine their accuracy, legality and propriety before payment is made; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who outlines assignments and reviews work upon completion for conformity with State and Federal Law, State Personnel Rules and departmental policies and procedures.

**SUPERVISION EXERCISED:** Plans, organizes and assigns 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 payrolls, expenditure vouchers, encumbrances and cash receipts.

To maintain strict scheduling according to statutory pay periods and compliance with State and Federal Laws pertaining to payroll deductions and union agreements.

To recommend changes in procedures and forms pertaining to pensions and payrolls or to other regular and special vouchers.

To supervise the work of employees engaged in preauditing such payrolls or vouchers.

To follow important technical written memoranda pertaining to prescribed preauditing and financial procedures.

To provide advice and information to the various departments and agencies concerning the proper processing of forms and vouchers relating to encumbrance, disbursement or receipts procedures.

To operate video data terminals to update data.

To develop and recommend preaudit techniques as part of the system of internal check.

To supervise the maintenance of important records and files.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the broad range of principles, practices and techniques involved in the overall maintenance of a very large computer system; a working knowledge of the practices and techniques used in the preparation and presentation of voucher and payroll data, involving electronic data processing equipment; the ability to plan, organize, supervise and review the work of a large, centralized preaudit staff; a thorough knowledge of the principles, practices and techniques relating to preauditing payments; the ability to determine the mathematical accuracy, legality and propriety of voucher and payroll payments; 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 accounting and electronic data processing; and

**Experience:** Such as may have been gained through: employment in a supervisory position involving important and complex clerical, preauditing techniques.

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

Class Revised: July 25, 1993

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