

**CLASSIFICATION:** AUDITOR I

**Class Code:** 0731-09

**Date Established:** 07-01-50

**Occupational Code:** 1-3-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To audit and verify a variety of financial accounting statements received or prepared by governmental units and private employers.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Audits vouchers, invoices, time books, payroll manifests and travel expenses to verify accuracy of information.
- Contacts businesses to verify refunds and accuracy of submitted reports.
- Audits purchase orders, contracts, and agreements for Governor and Council prior to approving for submittal or payment.
- Participates in auditing and verifying accounting practices and records of receipts and expenditures.
- Maintains and updates cumulative record of deductions for specific purposes.
- Prepares and compiles statistics from pre-audited reports.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

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**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent, preferably with bookkeeping courses. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience involving accounting, bookkeeping or auditing work.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of basic accounting principles and methods. Knowledge of procedures relating to disbursement, liquidations, payroll computations, time book computations, purchase orders, contracts, and related items. Ability to perform mathematical computations accurately and with reasonable speed. Ability to readily learn state rules and regulations relating to the agency involved. Ability to utilize good judgment and tact in dealing with associates and fellow workers. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.