

CLASSIFICATION: AUDITOR II

Class Code: 0732-12

Date Established: 07-01-50

Occupational Code: 1-3-2

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To assist in supervising clerical auditing staff and to perform auditing duties, verifying a wide variety of financial and accounting statements received or prepared by governmental units and private employers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Audits and pre-audits accounting records in state departments and units.
- Confers with state vendors to audit prices in effect at time of purchase.
- Audits bills from vendors, deletes items that cannot be supported, and reports to the vendor the laws and regulations affecting the operation of the unit.
- Assigns work and solves routine auditing problems for subordinates in auditing section.
- Verifies that accounting procedures comply with applicable statutory requirements.
- Records and processes all receipts and deposits of revenue and insures that revenue is received in accordance with rules and regulations.
- Reviews data processing reports for accuracy and comparison with existing records.

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 direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in accounting, bookkeeping or auditing work.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of the basic theories and principles of auditing. Ability to make mathematical computations with speed and accuracy. Ability to analyze and interpret and evaluate basic accounting problems and to recognize alternative solutions. Ability to learn the regulations relating to auditing practices in the state. Ability to learn the statutes regulating the agency to which assigned. Ability to make clear and concise written and oral reports. Ability to establish and maintain effective relationships with associates, state officials and the general public. 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.