



Code: 0156

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: SUPERVISOR OF VOUCHER AUDITING

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor, responsible for supervising and participating in voucher auditing; and performs related duties as required

ESSENTIAL DUTIES

- Plans, assigns, supervises, and reviews the activities of subordinate staff engaged in the conduct of voucher audits
- Examines audit reports to ensure that they comply with City policies and standards
- Supervises the audits of invoices, payment vouchers, contract vouchers, purchase orders, direct vouchers, medical and salary vouchers, construction contracts, aldermanic invoices, and other transaction documentation
- Verifies and adjusts all audit documents to comply with City policies and standards
- Conducts investigations and research to resolve problems faced by City departments and vendors, such as rejected voucher, invoices on hold, and escalated payment inquiries
- Coordinates the timely distribution of financial reports pertaining to disbursements to user sections within the department
- Reviews program contracts, budget amendments, and revisions
- Examines documentation to verify that the validity of expenditures are in compliance with the budget
- Approves release modifications prepared by staff
- Prepares journal entries and adjustments
- Approves reimbursement of costs that have verifiable documentation and which conform to budget limits
- Advises City employees and vendors regarding City auditing policies and standards
- Maintains timekeeping records and related supporting documentation for staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three (3) years of accounting or auditing experience **OR**
- Graduation from an accredited college or university with an Associate's degree or higher, plus one (1) year of working experience in accounting or auditing

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- applicable federal, state, local laws, regulations, and guidelines
- applicable mathematical principles and applications
- applicable computer software packages (e.g., Microsoft Office, accounting software, data management software) and applications (e.g., inter-departmental accounting systems)

Some knowledge of:

- supervisory methods, practices, and procedures
- research methods and procedures
- timekeeping, payroll and salary methods, practices, and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE ENGAGEMENT - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2018; April, 2025