CLASS TITLE: Supervisor of Voucher Auditing

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and reviews the auditing activities of the Disbursement Division of the Department of Finance; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, assigns, supervises and reviews the activities of subordinate personnel engaged in the conduct of voucher audits; examines audit reports to ensure that they comply with City policies and standards; supervises the audits of contract vouchers, purchase orders, medical and salary vouchers, construction contracts and other transaction documentation; verifies and adjusts all audit documents to comply with City policies; serves as mediator to reconcile differences in the disbursement section; conducts investigations and research to resolve problems faced by City departments and vendors; provides technical assistance to City departments and agencies as necessary; coordinates the timely distribution of financial reports pertaining to disbursements to all City departments; reviews program contracts, budget amendments and revisions; examines documentation to verify that the validity of expenditures are in compliance with the budget; 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; reviews all vouchers containing deletions of $100 or more.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible accounting or auditing experience; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Thorough knowledge of modern practices and principles of accounting and auditing. Thorough knowledge of applicable Federal, State and City laws, regulations and ordinances. Thorough knowledge of the organizational structure of the City.

Ability to plan, organize, assign, supervise and review the work of subordinate personnel. Ability to analyze complex documents and reports. Ability to prepare and maintain timely and accurate reports and records. Ability to communicate well both orally and in writing.

Skill in the application of the practices and principles of modern accounting and auditing. Skill in using good judgment to analyze situations and solve problems. Skill in interpreting and explaining applicable laws and guidelines.

April, 1987