



**Code: 0156**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **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 years of accounting or auditing experience; or an equivalent combination of education, training, and experience

#### **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 LISTENING - Give full attention to what other people are saying, 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
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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.

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City of Chicago  
Department of Human Resources  
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