

Audit Clerk

SUMMARY:

Verifies accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Examines expense accounts, payroll records of employees, loans made and loan documentation, insurance policies, interest and account payments, cash receipts, accounts payable, bank records, inventory and stock record sheets, and similar items to verify accuracy of recorded data.
- Conducts internal audit procedures to test check a variety of transactions for accuracy in origination, posting, and general ledger accounting.
- Lists discrepancies for adjustment and reports the nature of discrepancies to supervisor.
- Verifies security procedures, risk management practices, disaster recovery plan, and compliance to applicable laws and regulation.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)