



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Audit Clerk #2124

PAY RATE: \$20.03 - \$22.97

DEPARTMENT/DIVISION: Audit

WORK LOCATION: Brooks Building, Lockport, NY

STATUS: Provisional

DESCRIPTION: This is routine work that involves the application of standardized auditing practices and procedures. The incumbent performs moderately difficult and responsible clerical work in auditing and verifying fiscal transactions and performs pre-audit and post-audit of bills. Although detailed instructions are received regarding the processing of transactions and the amounts authorized for payment, employees are required to exercise independent judgment in applying established payment and fee schedules to specific cases. Work is performed under general supervision of a superior employee for consultation on unusual problems. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of full-time paid account-keeping or auditing experience utilizing computerized financial management software.

NOTE: Successful completion of coursework in accounting at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

DATE POSTED: 4/6/2022 DEADLINE: Continuous Recruitment

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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