

Job Title: Audit Clerk IV - Grade 8

Reports to: Membership Dues Supervisor / Coordinator

Responsible for training, scheduling and overseeing the activities of a work group. May be required to assist in other areas depending upon the workflow.

- Performs a variety of clerical tasks that are auxiliary to the work of the supervisor which requires specific knowledge of the dues accounting system and the department procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced. Duties are somewhat diverse, with some duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent decisions are required that often involves initiative in identifying problems and potential solutions. Most tasks and duties are performed according to clear specific guidelines, although some tasks are performed in accordance with broad, general guidelines. Decisions made could cause moderate delays, increased costs or other moderate impediments to the achievement of department objectives. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Plans, assigns, controls and audits the accuracy of dues reports. Duties include:
 - Auditing accuracy of all work performed by work group
 - Identifying and solving dues related problems with a minimum of supervision
 - Keeping supervisor advised of any problems that could adversely affect normal processing
- Answers inquiries pertaining to dues accounting reports on an as-needed basis.
- Trains employees assigned to work groups.
- Maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, perform simple computations.
- Distributes company dues reports and other forms and correspondence necessary for dues processing to work group.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 40 words per minute
- High school diploma or equivalent
- Good math, communication, listening skills and attention to detail
- Ability to read and comprehend instructions and correspondence
- Working knowledge of Microsoft Windows and Excel
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Ability to understand and follow technical instructions and CWA dues accounting rules and policies
- Two years related experience or training

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date _____

Date _____