



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0240

AUDIT TECHNICIAN

GRADE G

SCOPE OF WORK:

Audit Technicians conduct routine audit functions of forms, reports, and schedules to assist professional level auditors.

DUTIES PERFORMED:

- Examine and review forms, reports and attached schedules for completeness and accuracy.
- Adjust entries to correct forms and reports.
- Adjust appropriate accounts to reflect corrections.
- Prepare work papers and schedules.
- Determine and calculate refunds, taxes, or penalties due.
- Prepare notices of deficiency and refund.
- Participate in performing preliminary research, writing audit reports, and other duties to assist auditors.
- Maintain files on audit documentation.
- Enter information on and maintain data base files.
- Assist public in preparation of forms and reports.
- Maintain accounts receivable files.
- Balance accounts and ledgers.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of directly related accounting, bookkeeping, or auditing experience. College or vocational education with courses in accounting or business may be substituted for up to two years of the work experience requirement on a year-for-year basis.

Eff. Date: 9/76

Rev: 2/92 - Rewritten as part of Accountant/Auditor review. One grade increase

Reviewed: 8/96 – Rewritten in current format
Rev: 11/98 - Revised minimum qualification statements
Rev: 7/12 – Conversion to Hay System