

New Mexico State University Personnel Office  
New Mexico Department of Agriculture  
Non-Exempt Classification Specification

**Classification Title:** Audit/Budget Technician II  
**Class Code:** 2057      **Grade:** 12      **EEO-6 Code:** 4      **Last Update:** 05/30/00

**DESCRIPTION OF WORK**

**General Duties:** Assists a university administrator by assuring the accuracy of documentation in the audit/budget process.

**Supervision Received:** Works under broad supervision of an administrative supervisor.

**Supervision Exercised:** May exercise supervision over personnel as assigned.

**EXAMPLES OF DUTIES**

**AUDIT**

Examines accounting records, claims or accounting ledgers to determine accuracy; verifies arithmetic computations, coding entries, funding sources and legality of entries; makes or initiates procedure to change errors; brings major discrepancies to supervisor's attention; monitors various departmental accounts; prepares and signs vouchers, purchase orders, invoices, and various related forms; prepares financial and statistical reports; audits and reconciles ledgers for billings; operates computer to input data; may make reports on audits; may contact individuals to audit or correct audits; may train assigned personnel; may travel and do routine field audits; performs related work as assigned.

**BUDGET**

Supervises and assists in the preparation of budget requests submitted by the University to various state agencies; supervises and assists in the preparation of budget forms and other interpretive materials to aid in the preparation of the University budget; supervises and assists in the analyzing and monitoring approved budgets and expenditures to maintain budget control; works with accountants in preparing monthly and periodic fiscal reports for specific funds and activities; performs a variety of accounting and auditing tasks of unusual difficulty; prepares and signs vouchers, purchase orders, Form 200's, and related forms; prepares budget revisions and journal entries; monitors various departmental accounts for accuracy in computation and procedure; types correspondence related to budget function; supervises and prepares material for data processing; may operate computer equipment; makes recommendations for improving methods and procedures for service; carries out details involved in setting up various types of meetings; supervises departmental filing and visitor reception; performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge:** Extensive knowledge of accounting and auditing applications, laws, rules and regulations affecting the related work; working knowledge of accounting principles, office practices and procedures; software packages.

**Skills:** Skill in the use of typewriter, desk calculator, and/or computer.

**Abilities:** Considerable ability to: review and analyze financial and administrative reports; compute arithmetic calculations accurately; interpret and apply laws, rules, and regulations to audits; follow oral and written instructions; establish and maintain effective working relationships with associates; communicate effectively both verbally and in writing; adapt to changes in procedures; maintain high level of confidentiality; establish priorities, work under pressure of deadlines.

**Education:** Graduation from an accredited two (2) year bookkeeping program.

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**Experience:** Six (6) years of auditing, accounting, or bookkeeping experience.  
OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.

Applicants must have a current primary skills exam score on file to be considered for this position.