

CLAIMS AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible clerical work of a complex nature, involving responsibility for auditing vouchers and other forms of payment for proper authorization and other necessary documentation. The incumbent verifies compliance with applicable laws and policies, and reviews all aspects of purchases relating to materials and services for a school district. Work is performed under direct supervision of the Board of Education and/or a school business administrator, with a high degree of integrity and independent judgment required in carrying out the details of the work. The Claims Auditor reports directly to the Board of Education on the result of the audits of claims. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews warrants, voucher packets, and other credit and/or payment documents for completeness, accuracy, proper authorization and compliance with applicable laws, rules, regulations and policies;
Reviews payments for purchases and public works to determine compliance with applicable laws, rules, regulations and policies;
Reviews payments and purchase orders to verify correct prices or charges, quantities, descriptions, dates and any other requirements;
Reviews payments and purchases to ensure spending does not exceed open order/account limits;
Verifies that invoices do not include sales tax;
Verifies that payments are charged to correct fund, account, or line;
Recalculates totals on invoices to verify accuracy;
Certifies number and dollar amount of warrants released for payment;
Prepares related reports and correspondence as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of bill and voucher processing and record-keeping practices applicable to municipal fiscal operation; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; familiarity with New York State government accounting standards; ability to carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; high degree of accuracy; integrity; tact and courtesy; good judgment.

MINIMUM QUALIFICATIONS:

An acceptable level of education and experience in accounting, finance, or a related field, which shall have involved auditing of financial accounts and records, educational financial operations, pertinent legal requirements, purchasing policies, and/or accounting systems and procedures, etc., as determined to be appropriate by the appointing authority.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

6/07; 5/08; 4/09

Exempt Class
School Districts