

SCHOOL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a difficult nature which involves responsibility for acting in place of a Board of Education in its claim auditing function. Work is performed in accordance with the Education Law (particularly Article 35, Section 1709 20-a) and other applicable New York State laws. General direction is received from the Board of Education. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Audits and allows or rejects accounts, charges, claims or demands against the school district;

Certifies audited amounts to the school district treasurer for payment;

Furnishes statistical and financial data to the Board of Education;

May conduct and participate in audits of school departments and programs involving school funds;

May prepare audit reports containing a summary of the audit findings, comments on the same and make recommendations for the corrections of errors and adoption of better procedures;

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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern auditing and accounting methods; ability to follow complex oral and written directions; ability to write reports; ability to develop a thorough knowledge of the laws, rules and regulations of the State Board of Education relative to expenditures and revenues; ability to secure the cooperation of others; ability to communicate and work effectively with others; a high degree of accuracy; initiative; good judgment; integrity and tact.

MINIMUM QUALIFICATIONS: Either

- a) Two (2) years post-secondary education in secretarial or business sciences; or
- b) Graduation from high school or possession of a comparable diploma and two (2) years of clerical or business experience; or
- c) An equivalent combination of education and experience as described in a) and b) above.

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.

SPECIAL REQUIREMENTS: No person shall be eligible for appointment to the office of auditor if that person is: a member of the Board of Education; clerk or treasurer of the Board of Education; an official of the district responsible for business management; purchasing agent for the district; clerical personnel directly involved in accounting and purchasing functions for the district.