

SCHOOL DISTRICT CLAIMS AUDITOR

Code No. 4-02-007
COMPETITIVE

EXEMPT for Greece CSD & BOCES #1

DISTINGUISHING FEATURES OF THE CLASS: This position, located in school districts, is responsible for conducting internal audits pursuant to the Laws of New York, 2005 Chapter 263 (an act to amend the education law, in relation to accountability of school districts). The employee is responsible for ensuring that only legitimate claims against the district are paid and the payments are for legal purposes. The employee reports directly to the school board of education. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Audits all claims for payment;

Allows or rejects all accounts, charges, claims or demands against the district;

Checks for proper documentation and itemization prior to payment;

Checks that transactions are properly authorized prior to approving vouchers or invoices for payment;

Approves or disapproves claims for purchases;

Develops reports stating deficiencies in district's payment policies and procedures and submits to the board of education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the concepts, standards and generally accepted accounting principles; thorough knowledge of auditing practices, procedures and responsibilities; good knowledge of the organizational function and educational financial operations of a school district; good knowledge of pertinent legal requirements, purchasing policies, and accounting systems and procedures; good knowledge of school financial record keeping; good knowledge of software application in the maintenance of school-based accounts; ability to make arithmetic computations accurately; ability to interpret and follow complex oral and written instructions; ability to audit expenditure records for accuracy; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to develop clear and concise analyses, appraisals, recommendations and commentary; good judgment; physical condition commensurate with the demands of the position.

ADOPTED: July 10, 2008

Approved exempt for Greece CSD by State Civil Service Commission action on July 15, 2009
Approved exempt for BOCES #1 by State Civil Service Commission action on 2/9/2011

Must be bonded.