

SENIOR CLAIMS AUDITOR

Code No.: 3-02-016
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a claims auditing position responsible for supervising the claims audit function of a school district or other agency. Duties involve coordinating, planning, and performing claims audits including the analysis of payments, procedures and guidelines of benefits. Duties also involve interpreting detailed paid claims reports, eligibility reports, payment reports, and other various reports and records to determine the eligible types of services while maintaining quality, quantity, and turn-time standards. Ensures provisions of the New York State Education Law, School Board policies and administrative regulations pertaining to the management areas of responsibility are enforced. This position differs from Claims Auditor by virtue of supervising staff, evaluating department audit and workflow processes, identify process improvements, implementing process changes, ensuring a timely workflow of claims audits, and dealing with management regarding all claims audits performed. The employee reports directly to, and works under the general supervision of the Board of Education or other higher-level staff member. General supervision is exercised over Claims Auditors. 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.)

Supervises the day-to-day claims audit staff ensuring consistent workflow for accurate and timely processing of claims;

Audits complex and escalated provider claims for payment accuracy to source documents (e.g. contracts);

Makes necessary adjustments to the audit schedule to accommodate additional requests;

Keeps appropriate parties advised of the status of current audit results while recognizing and communicating trends, training needs, compliance requirements and/or process reviews;

Conducts effective wrap-up meetings with appropriate parties, specifically to identify any follow-up activity such as training, communication updates, compliance and process review requirements;

Conducts quality assurance reviews of audits completed by staff;

Responds to management regarding questions and concerns about the auditing process, including audits performed by subordinate staff; meets with appropriate staff regarding vendor invoices and payments;

Ensures claims against agency are legitimate;

Verifies invoices clearly describe the goods and services being purchased;

Ensures proper documentation and itemization are provided, payments are for a legal purpose and transactions are properly authorized prior to approving voucher or invoice for payment;

Ensures mathematical accuracy and the recalculation of discounts;
Verifies sales tax is excluded from the dollar amount of the invoice;

Researches, analyzes and interprets contracts and purchase order issues;

Compares employee travel expense reports against report information received from the accounts payable staff and reviews and verifies payments made to employees;

Retrieves queries daily of vendor invoices ready for review for payment and retrieves release queries of approved vouchers for payment;

Monitors approval signatures for appropriateness.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of generally accepted accounting principles and its concepts and standards; good knowledge of government auditing standards; good knowledge of auditing practices, procedures and responsibilities; good knowledge of the organizational function and financial operations of a school district; good knowledge of applicable software in the maintenance of school-based accounts; mathematical ability; supervisory ability; analytical ability; ability to work with detailed information; ability to establish and maintain effective working relationships with others; ability to utilize applicable software including, but not limited to, charts/graphs, formulas and tables; ability to communicate effectively 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance or Organizational Management plus two (2) years paid full-time or its part-time equivalent experience in accounting or claims auditing.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: July 9, 2018