

## **CLAIMS AUDITOR**

Code No.: 4-02-046  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a claim auditing position responsible for analyzing payments, procedures and guidelines of benefits. Duties 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. Duties also involve enforcing provisions of the New York State Education Law, School Board policies and administrative regulations pertaining to the management areas of responsibility. The employee reports directly to, and works under the general supervision of the Senior Claims Auditor or other higher-level staff member. 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.)

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;

Responds to questions and concerns about specific audits; meets with appropriate staff regarding vendor invoices and payments.

### **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; ability to establish and maintain effective working relationships with others; 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 either:

(A) Graduation from a regionally accredited or New York State registered college or university

- with a Bachelor's or Associate's degree in Accounting, Finance or Organizational Management;  
OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in accounting, claims auditing, or financial record keeping; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and  
(B) above.

**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