

Jurisdictional Class: Pending Jurisdictional Classification (PJC)

Adopted: June 28, 2024

Revised: July 17, 2024

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 the direct supervision of the Board of Education, the Business Manager, and/or a higher level school administrator, with considerable leeway allowed for the exercise of independent judgement in carrying out the details of the work. The incumbent does 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, regulations, and policies;

Reviews payments for purchases 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;

Verifies that invoices do not include sales tax;

Verifies that payments are charged to the correct fund, account, or line;

Requests additional information necessary to verify and authorize claims, as needed;

Recalculates totals on invoices to verify accuracy;

Certifies number and dollar amount on warrants released for payment;

Prepares related reports and correspondence as needed;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of State and Federal laws, rules, and regulations and directives pertaining to the expenditure of school district funds;

Good knowledge of office terminology and procedures;

Good knowledge of business arithmetic and English;

Familiarity with New York State government accounting and auditing standards;

Working knowledge of and ability to apply legal requirements for purchasing in a public school;

Computer literacy, particularly in using spreadsheet and accounting software programs;

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 judgement.

Claims Auditor

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Accounting, Public Administration, Business Administration, Economics, or a closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in accounts payable, purchasing, payroll, or related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.