

## ASSISTANT SUPERVISOR OF CLAIMS AUDITING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position assists in the supervision of an auditing unit approving claims presented for payment and assists in the preparation and supervision of schedules to support claims for reimbursement. Supervision is exercised over a small number of employees concerned with the auditing process. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision and participates in the auditing, approval and adjustment of claims and contracts presented for payment or reimbursements through automated systems;

Assists in the examination and reconciliation of differences in claims presented from authorizations or purchase orders;

Answers inquiries and makes investigations to determine why payment has not been made to claimants;

Compiles financial data and assists in the preparation of statements and schedules;

Assists in the maintenance of various financial records and prepares periodic financial and statistical reports;

Assists in the final presentation and submission of various financial and administrative claims and reports;

Checks claims for accuracy, recording terms for accounts charged;

May input or access expenditure or claim data in automated systems;

Consults with departments concerning outstanding claims, and assists in the balancing of their accounts;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods used in keeping financial accounts and records; good knowledge of auditing techniques; good knowledge of the laws, regulations, policies and procedures affecting purchases and payments made by the county or affecting claims made by the county; good knowledge of office terminology, procedures, routines and equipment; familiarity with automated financial systems; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to carry out complex, oral and written directions; ability to plan, lay out and direct the work of others; accuracy; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalency and either: (a) completion of 60 college credits\* with a major in Business or Accounting and three years experience where the primary function was financial record keeping, financial accounting or financial auditing; or (b) five years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.