

SUPERVISOR OF CLAIMS AUDITING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises, monitors, audits, approves and processes claims, contracts, payments, bank records, support cases, and other agreements for the County or Westchester Medical Center. This class differs from the lower-level Assistant Supervisor of Claims Auditing title by the complexity of assignment, reporting relationships within the work unit, and that the Supervisor must have considerable knowledge and understanding of the laws, regulations, policies and procedures of automated accounting systems to implement County-wide policies and procedures relating to the payment of claims, encumbrances, and state aid requirements governing operations. Supervision is exercised over a number of support staff and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the auditing of claims, bank records, contracts, support cases, and other similar matters by maintaining individual records of all appropriate documents to determine accuracy and legality;

Supervises and participates in the processing and recording of payments for claims to ensure reimbursement procedures are handled appropriately and in accordance with County rules and regulations as well as departmental guidelines;

Maintains detailed records regarding liens against projects;

Prioritizes assignments with staff to ensure prompt payment of claims and to manage peak times of the year;

Supervises and examines the reconciliation of various accounts and records; works with subordinate staff on more complex claims to provide guidance and/or resolution;

Identifies, examines and reconciles discrepancies in order to ensure appropriate payment and to prevent fraud;

Maintains automated systems to maintain financial records and prepares financial and statistical reports for managerial use as well as for auditing purposes;

Consults with other departments and agencies to authorize and process claims and contracts; answers inquiries by using automated financial systems to retrieve/collect data;

Investigates delinquent payments of claims and purchase orders to improve the pace and timely flow of payments;

Audits encumbrances and provides lien and litigation information for the County Attorney's Office, Family Courts, or other judicial agencies as appropriate;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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

May accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods used in keeping financial accounts and records; thorough knowledge of auditing techniques and procedures; 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, procedure, routine and equipment; ability to gather, assemble, consolidate and analyze data and information and draw conclusions; ability to carry out complex oral and written directions; ability to plan, lay out and direct the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; accuracy; initiative; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience in financial record keeping, accounting or auditing, two years of which must have been in a supervisory or administrative support capacity, and two years of which must have been in an automated accounting systems environment.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated general experience. However, there is no substitution for the two years of supervisory or automated systems experience.

*SPECIAL NOTE: Education beyond the secondary 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.