

SCHOOL CLAIMS AUDITOR*

GENERAL STATEMENT OF DUTIES: Audits all claims, charges, or demands against a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for auditing all claims, charges and demands against the district, in accordance with Federal and State law, and local procedures and requirements. The incumbent shall allow or reject all accounts, charges, claims or demands against the district. In accordance with Section 1709 (20-a) of the State Education Law, the auditor so appointed shall hold the position at the pleasure of the Board of Education. Such Section also states that persons holding the following positions are ineligible for appointment as claims auditor:

1. Member of Board of Education;
2. Clerk or Treasurer of the District;
3. Superintendent of Schools or other Official of the District responsible for business management;
4. Person designated as purchasing agent, and
5. Clerical or professional personnel directly involved in accounting and purchasing functions.

EXAMPLES OF WORK: (Illustrative Only)

Determines whether or not purchase orders have been issued in accordance with Board of Education policy and law;

Determines that charges are not duplicates of items previously paid;

Compares supporting payment documentation to the purchase order and ensures that it is properly itemized;

Ensures that a receipt, signed by the employee who actually received the material or equipment for which the claim is made, accompanies the voucher;

Ensures that the proposed payment is for a valid and legal purpose;

Verifies that the obligation was made by an authorized district official;

Verifies that the goods or services for which payment is claimed were, in fact, received;

Ensures that the voucher is in the proper form; is mathematically correct; does not include charges previously claimed and paid; does not include charges for taxes from which the district is exempt; includes discounts to which the district is entitled; and is in agreement with the attached purchase order;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of accounting and auditing procedures; thorough knowledge of school district account keeping procedures; good knowledge of the laws affecting school district financial transactions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work cooperatively with district employees; ability to organize work in a logical manner; initiative, and industriousness in carrying out auditing work; good judgment; personal integrity; good moral character; physical condition commensurate with the demands of the position.

RECOMMENDED ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree* with a major or concentration in accounting and three years of experience in accounting and auditing work; or (b) seven years of experience in accounting and auditing work; or (c) a satisfactory equivalent combination of training and experience.

NOTE: A concentration is defined as a minimum of three courses in the target area.

*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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Pending Juris Class
(School Districts)

Job Class Code: S029

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* Formerly School Auditor (J. C. Exempt). Revised in accordance with NYS Education Law, Art. 35, Sect.1709, P 20-a