

DEPARTMENT: SCHOOL DISTRICTS
CLASSIFICATION: EXEMPT
APPROVED: JUNE 21, 2006

INTERNAL CLAIMS AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has the overall responsibility to verify the accuracy of invoices, determine if purchase orders have been issued in accordance with board of education policy and law, and compares invoices with previously approved contracts to insure that all commitments that are presented for payment are supported with documentary evidence that indicates all policy, laws, rules, and regulations regarding the expenditure of money have been complied with. Work is performed under the general direction of the Board of Education. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews documents dealing with financial transactions;
2. Verifies that proposed payments are for valid and legal purposes;
3. Ascertains that obligations were incurred by an authorized district official and that goods or services were received;
4. Checks vouchers for proper form and mathematical correctness;
5. Insures that allowable discounts are taken and that charges do not include taxes from which district is exempt;
6. Ascertains that vouchers are in agreement with attached purchase orders and do not include charges previously claimed and paid;
7. Certifies approved claims to the School District Treasurer for payment;
8. May review travel advance requests for proper authorization and examine claims for reimbursement;
9. May review and certify payrolls in accordance with the regulations of the Commissioner of Education.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of accepted auditing methods and standards; good knowledge of data processing and statistical sampling; good knowledge of the methods used in keeping financial accounts and records; good knowledge of office terminology, procedures and practices; arithmetical skill; skill in doing varied and high level accounting and conducting of financial transactions; ability to communicate orally and in writing; thoroughness; good judgment; initiative; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Background in accounting/bookkeeping.