

# Claims Auditor Tompkins County

**Department:** Various School Districts Throughout Tompkins County

**Classification:** Exempt

**Approved:** 11/29/05

**Revised:** 5/06; 7/15

**By:** AF, Commissioner of Personnel

## **SUGGESTED QUALIFICATIONS:**

**Graduation from high school or possession of a high school equivalency diploma. Preference in appointment may be given to candidates with an accounting, business, or banking background.**

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **RESTRICTIONS:**

- Candidate cannot be:
- A member of the board of education.
- The clerk or treasurer of the board of education.
- The superintendent of schools or other official of the district responsible for business management.
- The purchasing agent.
- Clerical or professional personnel directly involved in accounting and purchasing functions of the school district.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The claims auditor is responsible for approving or rejecting claims against the District. The BOE transfers “the powers and duties of the board of education with respect to claims auditing, allowing or rejecting all accounts, charges, claims or demands against the school district...” to the internal auditor. - Education Law, section 1709.20 (a) and 2526. The claims auditor relieves the board of education (BOE) of the necessity to inspect every claim in a warrant. To this end, the claims auditor must review every voucher packet before it is paid. The claims auditor reports directly to the board of education. Supervision of others is not normally a function of this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Audits and certifies schedules of claims (warrant).
- Checks claims (voucher packet) submitted for payment for the following details:
- The supervisor has signed the requisition or draft PO.
- The purchase order is assigned to the correct account code and is mathematically correct.
- The purchasing agent’s signature authorizes release of the purchase order.
- The packing slip is signed and dated indicating materials were received.
- The invoice bears the description and price of items specified on the purchase order (less discounts), no unauthorized taxes are paid, and transportation charges are accurate.
- Adequate support documentation is submitted to support claim.
- Charges are not duplicates of items already paid.
- The proposed payment is for a valid and legal purpose.
- The unit price billed (invoice) does not exceed the bid or contract authorization.
- Other observations are noted, as necessary, to ensure the safekeeping of the District’s resources.
- Certifies the schedule of claims and indicates that the claims have been audited and are approved for payment.

## **KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of and ability to apply legal requirements for purchasing in a public school;
- Working knowledge of and be able to apply the District’s purchasing policy;
- Clerical aptitude;

- Good mathematical skills;
- Able to organize work in a logical manner;
- Able to work independently and exercise good judgment;
- Must be reliable and confidential;
- Must be bondable;
- Honesty, integrity and initiative are required;
- The incumbent's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodations.

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Specification Originally Created 11/29/05 proposed revisions 5/31/06 by Dryden Central School