

## SCHOOL DISTRICT INTERNAL CLAIMS AUDITOR

### DISTINGUISHING FEATURES OF THE CLASS:

The work involves verifying and authorizing the payment of financial claims made upon the school district. Incumbents are responsible for examining purchase orders, invoices and payrolls prior to payment. Work is performed under the general direction of the Board of Education.

### TYPICAL WORK ACTIVITIES:

1. Reviews documents dealing with financial transactions;
2. Verifies that proposed payments are for valid and legal purposes;
3. Ascertain 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. Ascertain 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;
10. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods used in keeping financial accounts and records; good knowledge of office terminology, procedures and practices; good knowledge of arithmetic; thoroughness; integrity; good judgment; initiative; physical condition commensurate with the demands of the position.

### SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency diploma and:

EITHER:       (A)     Three (3) years of experience in the compilation and maintenance of financial accounts and records;

OR:            (B)     Three (3) years of experience in business management.

BS0214

ADOPTED:    08/01/75

REVISED:    03/30/81