

Claims Auditor Function

Appointed and reports directly to the BOE but works under the supervision and direction of the Superintendent and Business Office.

Characteristics: Ethical – Inquisitive – Motivated

Responsibilities:

- ✓ Reports results of claims audits to the BOE annually.
- ✓ Audits (approve/deny) each cash disbursement schedule prior to payment.
- ✓ Works cooperatively with District employees to complete the claims audit process.
- ✓ Familiarizes themselves with the District's purchasing guidelines.
- ✓ Operates independently of administration, staff, vendor influence, control, and coercion.

Reviews:

- ✓ Ensures that all checks, voucher packets, and warrants are presented for review and approval.
- ✓ Verifies that there are no gaps in check number and warrant number sequence.
- ✓ Verifies that all vouchers agree in items, quantity, and dollar amount.
- ✓ Verifies that each voucher includes supporting documentation: invoice(s), purchase order/claim voucher, packing slip, and signatures of purchasing agent, receiving clerk, and administrative signature if needed.
- ✓ Reviews the mathematical accuracy of payment amounts and that receipts and invoices are properly itemized. Ensures that invoices and receipts do not include any charges for taxes.
- ✓ Compares invoices to purchase orders, contracts, bids, and quotes.
- ✓ Ensures budget codes properly reflect the expenditure and that they are valid and legal expenses.

Experience & Compensation:

The Claims Auditor works approximately 4 hours/day every two weeks during the calendar year. The 2019/2020 annual salary set by the board is \$5,712. The preferred candidate should be of an analytical nature with experience or knowledge in bookkeeping. Please submit your letter of interest and civil service application to the Business Office, Attn: Debra D'Aprile, District Treasurer, at ddaprice@ontecora.k12.ny.us.