

SCHOOL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for 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 Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

FULL PERFORMANCE KNOWLEDGES, 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;
arithmetical skill;
Thoroughness;
Good judgment;
Initiative.

MINIMUM QUALIFICATIONS: None

R952 11/8/2012

Non-Competitive