

**Internal Claims Auditor**  
**Albany City School District**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class performs the duties of an Auditor as outlined in Section 1724 of N.Y.S. Education Law. On behalf of, and under the direction of the Board of Education, the Internal Claims Auditor reviews, audits, and approves or disapproves all claims for payment submitted to the City School District of Albany. The Internal Claims Auditor is appointed by the Board of Education and serves at the pleasure of the Board. The Internal Claims Auditor reports directly to the Board of Education.

**TYPICAL WORK ACTIVITIES:**

- Reviews and audits claims for payment for accuracy and appropriateness;
- Approves or disapproves claims for payment, prior to the issuance of funds for such claims;
- Requests additional information necessary to verify and authorize claims, as needed;
- Issues such certifications, warrants, and records necessary to authorize and direct the payment of claims, and files such certifications, warrants and records with appropriate officials;
- Reports periodically to the Board of Education on the status of general or specific questions.
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of State and Federal laws, rules, and regulations and directives pertaining to the expenditure of district funds;
- Good knowledge of N.Y.S. Purchasing Laws;
- Computer literacy, particularly in using spreadsheet and accounting software programs;
- Ability to establish and maintain effective working relationships;
- Accuracy;
- Integrity;
- Honesty;
- Thoroughness;

- Strong attention to detail;
- Good judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None

**Work Year:**

The Internal Claims Auditor shall be paid on a per diem basis. The estimated work week will range from two to three days per week.

