

SCHOOL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a difficult nature which involves responsibility for acting in place of a Board of Education in auditing financial claims made on a school district. The work is performed in accordance with the Education Law (particularly Article 35, Section 1709 20-a) and other applicable New York State laws. General direction is received from the Board of Education. Does related work as required.

TYPICAL WORK ACTIVITIES:

Audits, and allows or rejects accounts, charges, claims or demands against the school district;

Certifies audited amounts to the school district Treasurer for payment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of auditing and purchasing practices and procedures particularly as they apply to a school system; working knowledge of office terminology and procedures; ability to prepare statements and reports; ability to exercise sound judgment and perform with a high degree of accuracy.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.

NOTE: No persons shall be eligible for appointment to the office of auditor who shall be:

1. a member of the Board of Education;
2. the Clerk or Treasurer of the Board of Education;
3. the Superintendent of Schools or other official of the district responsible for business management;
4. the person designated as purchasing agent;
5. clerical or professional personnel directly involved in accounting and purchasing functions of the school district.