

Civil Division: Schools
Jurisdictional Class: Exempt
EEO Category: Professionals
Adopted: 11/02/15

SCHOOL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for acting in place of a Board of Education in its claims auditing function. Work is performed in accordance with the Education Law Section 1709.20-a and other applicable New York State laws. General direction is received from the Board of Education. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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

Certifies audited amounts to the school district treasurer for payment;

Furnishes statistical and financial data to the Board of Education;

May conduct and participate in audits of school departments and programs involving school funds;

May prepare audit reports containing a summary of the audit findings, comments on the same, and makes recommendations for the corrections of errors and adoption of better procedures;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern auditing and accounting methods; good knowledge of and the ability to apply legal requirements associated with purchases in a public school; good mathematical skills; ability to communicate and work effectively with others, as well as independently; a high degree of accuracy, initiative, good judgment, integrity, and tact.

SPECIAL REQUIREMENTS: No person shall be eligible for appointment to the position of School Auditor if that person is: a member of the Board of Education; clerk or treasurer of the Board of Education; an official of the district responsible for business management; a purchasing agent for the district; or clerical or professional personnel directly involved in accounting and purchasing functions for the district.

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