

DEPARTMENT: MUNICIPALITIES EXCLUDING SCHOOL DISTRICTS
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 10, 2014

MUNICIPAL INTERNAL CLAIMS AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for verifying and authorizing the payment of financial claims. The incumbent ensures adherence to contracts, policies, and laws. The work involves responsibility for securing requests for proposals and for examining purchase orders, invoices, and contracts prior to payment to ensure that all commitments presented for payment are supported with documentary evidence indicating that all policies, laws, rules and regulations regarding the expenditure of money have been complied with. The work is performed under the general direction of the Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews documents dealing with financial transactions;
2. Verifies that proposed payments are for valid and legal purposes;
3. Ascertain that obligations were incurred by an authorized municipal official and that goods or services were received;
4. Checks vouchers for proper form and mathematical correctness;
5. Ensures that allowable discounts are taken and that charges do not include taxes from which the municipality is exempt;
6. Ascertain that vouchers are in agreement with attached purchase orders and do not include charges previously claimed and paid;
7. Secures requests for proposals (RFPs) on behalf of the municipality;
8. May review travel advance requests for proper authorization and examine claims for reimbursement;
9. Reviews existing contracts with vendors;
10. Assists in labor contract negotiations;
11. Reviews all Public Improvement Permits and Site Plan Review charges to be equal to the amount collected by the contractor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of accepted auditing methods and standards; good knowledge of information technology and statistical sampling; good knowledge of the methods used in keeping financial accounts and records; good knowledge of office terminology, procedures and practices; arithmetical skill; skill in doing varied and high level accounting and conducting of financial transactions; skill in using modern computerized software applications, computer hardware and related peripherals at an acceptable rate of speed and accuracy; ability to perform a variety of clerical procedures in reviewing and verifying vendors claims; ability to plan ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to ability to communicate orally and in writing; thoroughness; high degree of accuracy; sound judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting or Auditing; **OR**

Two (2) years of full-time paid account-keeping or auditing experience utilizing computerized financial management software.