



JOB POSTING #221

PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
Management/Confidential Employment Opportunity

<u>Date of Posting:</u>	April 30, 2021
<u>Position(s):</u>	Internal Claims Auditor (Part-Time) <i>(Replacement)</i>
<u>Location(s):</u>	Academy Park
<u>Salary:</u>	\$35.00 per hour
<u>Deadline for Applying:</u>	May 14, 2021 at 4:00 pm

General Statement:

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.

Minimum Qualifications:

Since the position of Internal Claims Auditor is an exempt class position, there are no minimum requirements. However, preference will be given to candidates with a Bachelor's Degree in Accounting, Business Administration or a related field, and five years of experience in accounting, account-keeping, financial auditing or related financial occupations.

Required Knowledge, Skills, Abilities:

Thorough knowledge of State Federal laws, rules, regulations and directives pertaining to the expenditure of district funds. Knowledge of NYS Purchasing Laws. Computer literacy, particularly in using spreadsheet and accounting software programs. Ability to establish and maintain effective working relationships, a high degree of accuracy, integrity, honesty, thoroughness, strong attention to detail, good judgment, and physical condition commensurate with the demands of the position.

Responsibilities:

- 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 with appropriate officials.
- Reports periodically to the Board of Education on the status of general or specific questions.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

The City School District of Albany, does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.