

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** DEPUTY CLAIMS AUDITOR

**TITLE #:** 1920

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical accounting and auditing position responsible for assisting the Claims Auditor in approving or rejecting all accounts, charges, claims or demands against the school district. Work is performed independently; the employee in the position is directly responsible to the Claims Auditor. May exercise supervision over clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the auditing of all vouchers and claims to ascertain that:

- a. The proposed payments are valid and legal,
- b. The obligation was incurred by an authorized district official,
- c. The goods and services for which payment is claimed were received;

Proves the mathematical accuracy of all computations, including the verification of extensions and additions and the recalculation of any discounts;

Determines that any charges or claims are not duplicates of items already paid;

Compares vouchers with purchase orders;

Ensures that all vouchers are properly itemized;

Studies laws relating to the financial operation of a school district;

Confers with federal, state and school district administrators concerning accounting practices and recommendations;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of general accounting and auditing procedures; good knowledge of school fiscal and accounting procedures; ability to audit a variety of charges and claims; ability to perform arithmetic functions quickly and accurately; ability to organize work in a logical manner; initiative; good judgement; personal integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree or higher in Accounting, Business Management, or related field; OR
- (B) 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, Business Management or related field and two (2) years of auditing or accounting experience; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (B) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**JURISDICTIONAL CLASS:** Competitive

ADOPTED: 2/11/20 LD