

Department: School Districts
Classification: Exempt

SPEC DISK A7
DOCUMENT 65

SCHOOL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for auditing all claims, accounts and demands which are made. Work is performed under the general supervision of the Board of Education in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment in carrying out details of the work. Difficult technical or policy problems are referred to the Board of Education for decision or review of judgment where recommendations are initiated. The work includes auditing bills to see that they fully describe the supplies, materials or services which were purchased, sees that funds are available in the accounts of the department to which the voucher is charged and that these funds are sufficient to cover the voucher, and prepares abstracts authorizing the payment of vouchers. Supervision may be exercised over the work of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only*)

Checks vouchers for correctness, that items billed are legal and charges are proper;
Prepares abstracts and balances totals;
Balances recap sheets and authorizes checks to be issued for payment;
Keeps running inventories of charges paid;
Prepares bid packets for purchases;
Prepares purchase orders for departments;
Audits paid vouchers to check accuracy and vendor inquiry;
May supervise the work of clerical employees;
May prepare purchase orders and secure bids from vendors;
May prepare correspondence in connection with financial matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures, equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.