



# JOIN OUR TEAM



The Utica City School District Is  
Currently Looking For A:

## CLAIMS AUDITOR

### JOB DESCRIPTION:

Ensures that all expenditure vouchers are properly itemized and documented before payments are made by the treasurer. The claims auditor is responsible for ensuring that only legitimate claims against the district are paid. In general, the claims auditor must ensure that proper documentation and itemization are provided, the payment is for a legal purpose, and the transaction was properly authorized prior to approving the voucher or invoice for payment.

### SKILLS/QUALIFICATIONS:

The claims auditor should have knowledge in educational financial operations, pertinent legal requirements, purchasing policies, accounting systems and procedures, and other areas that are deemed necessary. State law does not require the claims auditor to be a certified public accountant (CPA) or a certified internal auditor (IPA).

### OTHER INFORMATION:

The Claims Auditor will be an independent contractor and will not be considered a district employee. The rate of pay for the services is \$40 per hour, not to exceed 15 hours per week. Work needs to be performed on-site – flexible hours available, as needed.

Please email resume to:

[employment@uticaschools.org](mailto:employment@uticaschools.org)

**Sara E. Klimek,**  
**CHIEF HUMAN RESOURCES OFFICER**  
**Human Resource Department**

[www.uticaschools.org](http://www.uticaschools.org)

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