

PLEASE POST
VACANCY ANNOUNCEMENT

The Southern Cayuga Central School District

has an opening for an

Internal Claims Auditor

Effective July 1, 2018

Hours to be determined; Monday – Friday
(approximately 1-5 hours per week)

Hourly rate based on qualifications.

The internal auditor shall:

- a) Examine all claim forms;
- b) Create quarterly warrant reports;
- c) Substantiate receipts or other revenues or expenditures;

Audit all financial transactions of the Extra-classroom Activity Funds including these duties:

1. Audit the ledgers kept by student treasurers at least twice per year;
2. Examine transactions and procedures to determine if correct;
3. Certify the accuracy of entries posted and available balances listed; and
4. Investigate instances when Central Treasurer's report and club ledgers do not agree.

Deadline: June 5, 2018

Loretta Van Horn, Business Administrator
Southern Cayuga Central School
2384 Route 34B
Aurora NY 13026

Southern Cayuga Central School is an equal opportunity employer.