



**Randolph Academy UFSD
VACANCY NOTICE
INTERNAL CLAIMS AUDITOR**

Randolph Academy is a public school with two campuses (one in Randolph, NY and in Hamburg, NY,) that supports, empowers and educates students with emotional and mental health disabilities. Promoting a normative culture and restorative practices, our academic programs offer small class sizes, individualized instruction and an emphasis on community involvement. Our Regents exam scores consistently exceed the NYS averages for students with disabilities and our graduation rates have been 100% in recent years.

Position: **Internal Claims Auditor – Randolph Campus**
The Internal Claims Auditor's primary goal is to approve the monthly warrants and business transactions, including being responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the School District. The Internal Claims Auditor will work with the District Treasurer and/or District Business Official, and may perform other assigned auditing duties, as directed.

Supervisor: **Board of Education**
The Board of Education shall designate and appoint an Internal Claims Auditor for the District and the auditor shall be approved by the Board of Education annually at the reorganization meeting.

Salary: **Negotiable with experience and education**

Starting Date: **ASAP**

Posting Date: **November 8, 2024**

Submit a letter of interest and resume to:

Tina Rogers, District Clerk

trogers@randolphacademy.org

336 Main St. ER

Randolph, NY 14772

For Information: www.randolphacademy.org