



Controller Betty T. Yee

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-8579.

Position:

(278) Claim Auditor (Audits - Operations Bureau)

Position #:

051-641-1771-XXX

Salary Range:

\$3,282 - \$4,109

Issue Date:

10/5/2020

Contact:

Audit's Recruitment
audrecruitment@sco.ca.gov (916)
322-7754

Location:

Division of Audits
3301 C Street
Sacramento, CA 95816

Final Filing**Date:**

October 19, 2020

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via your CalCareers account or to address below:

State Controller's Office
Human Resources Office
ATTN: Classification Unit - IG
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application package must include either ARF #018 or Position #051-641-1771-XXX in the job title section. Application received without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

The following link outlines a summary of benefits available to state employees:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Additional benefits of working at this location include:

- 1 Free Parking
- 1 Walking distance to McKinley Park
- 1 Close to major freeways
- 1 Close to midtown shopping and restaurants
- 1 Enclosed bicycle parking

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Special Instructions:

In addition to the application, please provide a resume, and a personal statement of your education, training, experiences and skills that best qualify you for this position. The statement should also convey what specifically motivated you to apply for this position. Responses should be no longer than one page, single-spaced and in 12-point font. A notation or reference to other materials such as resumes or applications will not be considered and will not substitute for this statement. Applications received without these documents will not be considered.

Description of the Division:

Division of Audits determines the legality and accuracy of all claims against the State through the performance of pre- and post- payment audits. The Division assures the accuracy of local government claims and financial statements submitted to the state and federal government by annually reviewing and revising audit guidelines, reviewing audits performed by independent local auditors under these guidelines, and performing audits of a variety of state and federal programs. Through audit activity, the Division identifies improper expenditures of state and federal funds.

Description of the Bureau:

The Operations Bureau conducts pre-payment audits of claims submitted for payment by state agencies to ensure legality, validity, and compliance with rules, laws, and regulations. The Claims Audits program performs prepayment audits of FISCAL and manual claims filed against the State Treasury. By maintaining an effective prepayment audit capability, the program deters the filing of improper claims. Before a claim can be paid, claim auditors determine that the charges are for a legal purpose, that a valid budget appropriation exists, and that the charges are proper in relation to the functions and programs of the agency concerned. The bureau's audits frequently reject claims submitted by state agencies. Bureau members do legal research to determine whether the claimant has sufficient authority for incurring an obligation and whether the claim conforms with the opinions of the courts and the Attorney General, the California Constitution, and state and federal statutes.

Scope of Position:

Under close supervision provided by a Principal Claim Auditor, the incumbent will conduct technical prepayment audits of claim schedules and vouchers submitted by state departments for payment from the State Treasury. The audits will consist of examining paper claims, vouchers within the FISCAL system, and supporting documentation to determine if:

- 1 Proper funds and appropriation exist and may be charged;
- 1 There is sufficient authority for incurring the financial obligation; and
- 1 The expenditure is within the statutory function of the agency and is legal in accordance with the State Constitution, Statutes, applicable court decisions and Attorney General opinions and complies with terms and conditions of the applicable contract(s).

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

The California State Controller's Office (SCO) derives its audit authority and procedural guidance from (1) the California State Constitution, Article 16, Section 7, (2) Government Code Section 12410, and (3) Government Code Section 925.6(a). Additionally, California Government Code Section 927 (Prompt Payment Act) states that the Controller shall pay claimants within 15 calendar days of receipt of a correct claim schedule. Failure to make a payment within the 15 calendar days will result in the Controller paying applicable penalties to the claimant.

(Candidates must perform the following functions with or without reasonable accommodations.)

Audit-related Tasks

- 1 Audit claims to ensure payments are legal, valid and proper for payment from the State Treasury.
- 1 Verify that legal authority to incur financial obligations exists and are proper in regard to the agency's programs.
- 1 Verify claims are charged against the proper appropriations and comply with contract terms, California Department of Human Resources (CalHR), and other regulatory and statutory provisions.
- 1 Verify claims are supported by proper evidence and documentation.
- 1 Validate work was performed or goods delivered.
- 1 Perform research using the State Constitution, State and Federal statutes, opinions of the Courts and Attorney General, California Administrative Code, and SCO opinions.

Contract-related Task

- 1 Review grants, contracts, and contract amendments.
- 1 Prepare contract briefs of provisions for entry into a contracts database for use in reviewing claims for payment of contracts.
- 1 Post contract payments to the contracts database to ensure that total payments claimed do not exceed total contract amount.

Communication

- 1 Answer questions that arise in the course of reviewing claims for legality and validity of payment.
- 1 Prepare written summaries of claim corrections for errors for lead auditor review.
- 1 Prepare claim correction and claim rejection letters to agencies explaining reasons for correction or rejection.

Desirable Qualifications:

- 1 Exemplary organizational skills with a strong commitment to quality customer service through positive experiences.
- 1 Exceptional attendance and proven reliability.
- 1 Strong and effective communication skills.
- 1 Ability to use tact and respectable judgment.
- 1 Demonstrated positive attitude, overcomes challenges, and remains optimistic under pressure and adversity.
- 1 Ability to adapt and collaborate in a variety of situations and work effectively in a workplace where values and diversity are embraced.
- 1 Ability to be flexible in response to a changing workload, considers creative approaches, and applies novel solutions.
- 1 Demonstrates strong interpersonal skills, ethics and integrity.
- 1 Effective ability to use and adapt to technology.