



**DATE:** July 15, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** March Gallagher, Ulster County Comptroller  
244 Fair Street, Kingston, NY 12401

**JOB VACANCY:** Revenue Auditor / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Co Office Bldg

**SALARY:** \$33.34 / hour (Grade 15)

**FILL DATE:** August 5, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position which involves responsibility for auditing financial accounts, records and revenue receipts, and for reporting audit results. Incumbents may be assigned to specific County departments or may be responsible for a combination of internal and external auditing functions. Work is performed under the general supervision of the County Comptroller, Deputy Comptroller or Senior Auditor with considerable leeway allowed for the exercise of independent judgment. Although supervision is not normally a function of this class, lead responsibility for assignments may be made periodically. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern auditing and accounting methods and procedures and the ability to adapt such knowledge to governmental auditing; good knowledge of laws, rules and regulations relating to the collection and disbursement of monies; good knowledge of appropriation budgeting procedures and practices; working knowledge of office terminology and procedures, word processing and spreadsheet software; ability to prepare detailed, factual and coherent reports; ability to communicate and deal effectively with others; ability to follow complex oral and written directions; thoroughness; accuracy; dependability; honesty.

**MINIMUM QUALIFICATIONS:** Either:

A. Possession of a Bachelor's degree in Accounting or a closely related field including or supplemented by the completion of eighteen (18) semester credit hours in accounting and one (1) year of full-time, paid or its part-time equivalent, post-degree accounting or auditing work; OR

B. Possession of an Associate's degree in Accounting or closely related field including or supplemented by the completion of eighteen (18) semester credit hours in accounting and three (3) years of full-time, paid or its part-time equivalent, post-degree accounting or auditing work.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.