



**DATE:** May 20, 2026

**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:** Senior Auditor / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Co Office Bldg

**SALARY:** \$44.01 / hour (Grade 18)

**FILL DATE:** June 11, 2026

**DISTINGUISHING FEATURES OF THE CLASS:** : This is a professional and supervisory position which involves responsibility for the oversight of auditing financial accounts, records and claims vouchers and for reporting audit results. This class is distinguished from that of Auditor by virtue of degree in independent judgment, more advanced auditing knowledge, complexity of duties, increased need for analytical skills, and degree of supervisory responsibility required. The work is performed under the general supervision of the Ulster County Comptroller or the Deputy Comptroller. Supervision is exercised over the professional auditing staff of the department and other auditing and clerical personnel. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern auditing and accounting methods and procedures; thorough knowledge of governmental auditing; good knowledge of state and county laws, rules and regulations relating to the disbursement of monies; good knowledge of the principles and practices of supervision; working knowledge of automated accounting systems; ability to identify problems and propose solutions; ability to analyze data and draw conclusions; ability to prepare detailed, factual and coherent reports; ability to research laws, rules regulations and procedures governing an agency's operation; ability to establish and maintain effective working relationships with others; a high degree of accuracy; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration, Economics or a closely related field including or supplemented by the completion of eighteen (18) semester credit hours in accounting and one (1 ) years of full-time, paid, post-degree accounting or auditing work experience which must have included maintaining or auditing the double-entry books of a business, including the general ledger, or maintaining governmental agency books involving appropriation accounting and preparation of budget and financial reports; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree in Accounting, Business Administration, Economics or a 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, post-degree accounting or auditing work experience which must have included maintaining or auditing the double-entry books of a business, including the general ledger, or maintaining governmental agency books involving appropriation accounting and preparation of budget and financial reports; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

**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.