



DATE: July 9, 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 12402

JOB VACANCY: Auditor / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Co Office Bldg

SALARY: \$38.04 / hour (Grade 16)

FILL DATE: July 30, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position which involves responsibility for auditing financial accounts, records and claims vouchers, 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 appropriation budgeting procedures and practices; working knowledge 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree in Accounting or a substantially similar field from a regionally accredited or New York registered college or university, including or supplemented by 18 semester credit hours in accounting and one (1) year of full-time paid, post degree work experience in accounting or auditing.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

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.