

## **AUDITOR TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one year traineeship designed to instruct incumbents in appropriate areas of 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. An incumbent who successfully completes the training period will be automatically appointed to Auditor without further examination. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts financial and performance audits of County departments, contract agencies and programs involving County funds;

Furnishes statistical and financial data to the Comptroller;

Prepares audit reports, comments on the same and makes recommendations for the correction of errors and adoption of better procedures;

Determines if corrective action has been taken on all problems revealed in previous audits;

Assists County departments with financial matters and problems at the direction of the Comptroller;

May be required to gather background information in order to determine the authority, responsibility, objective and organization of the requesting entity;

Assists with the preparation of required reports, performs a variety of special cost studies and administrative duties as assigned;

Utilizes appropriate computer equipment and software in order to perform internal and external auditing functions.

May design new forms or formulate better accounting procedures as required;

May work on a variety of related office jobs and projects as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good 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:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Business Administration, Economics or a closely related and one (1) year of full-time, paid, post-degree work experience in accounting or auditing work.

ULSTER COUNTY  
0624 AUDITOR TR  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: May 1, 2012