

AUDITOR

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.

TYPICAL WORK ACTIVITIES:

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: 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.

ULSTER COUNTY
0623 AUDITOR
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: January 1, 2009