

REVENUE AUDITOR

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.

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, contracts agencies and programs involving the receipt of County funds;

Monitors and tracks County revenues including but not limited to sales tax, occupancy tax, real estate transfer tax, real property tax, cannabis tax;

Furnishes statistical and financial data to the Comptroller;

Reviews and makes recommendations on cash receipt procedures;

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

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 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 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.

ULSTER COUNTY
5590 RV AUDITOR
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: February 14, 2025