

SENIOR AUDITOR

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.

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.

Oversees the auditing of financial account, records, and claims vouchers and reports the results to the Ulster County Comptroller;

Trains, supervises and provides consultation on difficult assignments to the professional auditing staff;

Monitors assignments of auditor(s); follows progress of audits and introduces new techniques as required;

Checks work papers for accuracy and completeness according to departmental standards and makes recommendations for changes and additions;

Coordinates assignments for continuity and maximum productivity and to conform with departmental goals for annual audit plan and makes amendments to audit plan according to needs and availability of staff;

Assumes the duties of Deputy Comptroller in their absence;

Coordinates the work of internal auditor(s) with outside auditors;

Prepares specialized reports to the Comptroller which involves complex and confidential matters involving operations, staffing and related problems;

Conducts conferences with department or agency officials which may involve confidential matters relating to audit findings or special investigations;

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

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.

ULSTER COUNTY
6000 SR AUDITOR
Classification: Competitive
Grade: 18
Union: CSEA

Adopted: January 1, 2009