

DEPARTMENT: AUDIT **FLSA Status:** Exempt/Administrative 1/4/2010
CLASSIFICATION: UNCLASSIFIED
APPROVED: 8/29/77

COUNTY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is an independent professional administrative position which determines and appraises all County financial transactions for efficiency and compliance with County established procedures and accepted fiscal practices. Evaluating present financial and internal controls for their capability to uncover weakness which could lead to error, dishonesty or inefficiency and recommending reform where required, is a significant function of this position. This position is answerable to the Legislature or their designate. Performs professional level audit covering all County financial transactions both concluded and in progress.

TYPICAL WORK ACTIVITIES:

1. Audits all County vouchers and obligations for payment;
2. Audits past financial transactions to ascertain the accuracy, propriety and legality of such transactions;
3. Evaluates present financial and internal controls for efficiency and propriety, recommends reforms to County Legislature and supervises implementation if approved;
4. Operates his office in accordance to Section 369 of the County Law and any other local laws regarding payment of County obligations and claims;
5. Trains and supervises his staff in all aspects of auditing, as promulgated by State Department of Audit and Control;
6. Makes out reports to the County Legislature or its designate.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Professional knowledge of accepted auditing methods and standards; skill in doing varied and high level accounting and conducting of financial transactions; knowledge of data processing and statistical sampling; ability to communicate orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a New York State equivalency diploma;

- AND:** 1. A Bachelor's Degree in accounting, business administration or related field and at least four (4) years of experience in auditing and financial record keeping, preferably in municipal government which involved designing and monitoring recognized accounting and internal control programs.