

**DEPARTMENT:** AUDIT                      **FLSA Status:** Exempt/Administrative 1/4/2010  
**CLASSIFICATION:** UNCLASSIFIED  
**APPROVED:** JUNE 3, 2021

### 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. Performs professional level audit covering all County financial transactions both concluded and in progress. This position reports to the Legislature or its designee. Does related work as required.

### **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 the County Legislature and supervises implementation if approved;
4. Operates office in accordance with Section 369 of the County Law and any other local laws regarding payment of County obligations and claims;
5. Trains and supervises staff in all aspects of auditing as promulgated by State Department of Audit and Control;
6. Prepares reports to the County Legislature or its designee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of accepted auditing methods and standards; good knowledge of information technology and statistical sampling; skill in doing varied and high level accounting and conducting of financial transactions; ability to utilize modern office software applications at an acceptable rate of speed and accuracy; ability to communicate orally and in writing; ability to plan, assign, and supervise the work of others; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations; initiative and resourcefulness; tact and courtesy; integrity; sound professional judgment; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** a graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in accounting, business administration or related field **AND** at least four (4) years of paid full-time experience in auditing and financial record keeping, preferably in municipal government which involved designing and monitoring recognized accounting and internal control programs.