

AUDITOR (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a complex nature primarily involving a responsibility for a variety of auditing functions within the Department of Social Services. The work is performed under the general direction of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Audits, examines and verifies a variety of documents, including financial records, books, accounts, etc. involved in the Department of Social Services;
Audits contract agencies' books and records and makes recommendations as to appropriate rates;
Reviews agency accounting and record-keeping methods and procedures and makes recommendations for modification;
Reviews and audits DSS service providers and other outside agencies;
Monitors and reconciles "spend-downs";
Audits the financial status of chronic care Medicaid cases;
Audits books and records of self-employed Social Services recipients to ensure eligibility for continued assistance;
Maintains trust funds for payments of services and burial trusts;
Completes auditing projects and compliance reviews, as assigned;
Completes a variety of reports, primarily of a financial nature;
Follows up to ensure approved recommendations are implemented;
May perform reconciliation's (e.g. bank statements for Support Collection Unit and Revolving Fund, revenue ledgers, etc.);
May examine safe deposit boxes of recipients and/or potential recipients to verify eligibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting and auditing principles, practices and techniques, particularly as they relate to government; good knowledge of New York State Social Services regulations, especially as applied to finance records; working knowledge of the application of data to fiscal record-keeping and control; ability to audit comprehensive accounting records including general journals and ledgers; ability to prepare complex financial and audit reports; ability to understand and interpret a variety of complex written materials including statistical and accounting reports.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree or higher, which included or was supplemented by twenty-four (24) semester credit hours in Accounting and/or Auditing, Financial Management, or comparable curriculum and three (3) years of municipal accounting, professional auditing and/or fiscal management experience in a municipal setting, at least one (1) year of which must have substantially involved auditing functions; or
2. Possession of a Bachelor's degree or higher, which included or was supplemented by twenty-four (24) semester credit hours in Accounting and/or Auditing, Financial Management or comparable curriculum and five (5) years of general accounting, professional auditing, and/or fiscal management experience, at least one (1) year of which must have substantially involved auditing functions.

NOTE: Certification as a Public Accountant by the State of New York may be substituted for two (2) years of either the general or municipal accounting experience required. In all cases, the one (1) year experience substantially involving auditing functions is required.

(over)

For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:

SPECIAL REQUIREMENT: Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

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Competitive