

COUNTY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a difficult nature that involves a responsibility for the auditing function as provided in Article XVIII of the Charter. The work is performed under the general direction of the County Executive and in accordance with established laws and regulations, including those prescribed by the County Legislature, and supervision is exercised over Accountants and account-keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, recommends, and implements auditing policies and procedures for County departments and administrative units;

Investigates and analyzes a variety of records and transactions (e.g. financial, programmatic), contracts, grant agreements, etc. in order to ensure compliance with pertinent laws, regulations, and policies, and to identify and make recommendations regarding evidence of corruption, fraud, contract violations, etc.;

Supervises the activities of accounting and account-keeping personnel;

Analyzes procedures and processes (e.g. financial, operational, programmatic) and makes recommendations for improvements and corrective actions, as needed;

Prepares documents and records for legal processes, including the presentation of cases in court, as needed;

Prepares a variety of reports;

Meets with appointing authorities and the heads of administrative units to gather and provide information about financial, operational, programmatic, etc. processes and procedures, discuss problems and develop solutions, provide guidance regarding proper financial, operational, and programmatic practices and procedures, etc.;

Acts as liaison with federal and New York State representatives, elected officials, consultants, attorneys, etc.;

Reviews the County's budget and makes recommendations regarding revenues, appropriations, and fiscal strategies in order to ensure sound fiscal practices and compliance with laws, regulations, policies, etc.;

May review, as directed by the County Executive, the complete financial statement submitted by the Commissioner of Finance and submits an annual report and such other reports as may be required by the County Executive and/or County Legislature;

May analyze the cost-effectiveness of programs and services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting and auditing principles, practices and techniques, particularly as they pertain to government; thorough knowledge of principles, practices, and techniques for identifying fraud, corruption, and other financial crimes; ability to prepare a variety of reports, including accounting and audit reports; ability to prepare court-related documentation (trial evidence) of evidence of fraud, corruption, and other financial crimes; ability to supervise the work of others; ability to understand and interpret a variety of complex written materials including statistical and accounting reports; ability to establish and maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting, Auditing, Finance, or Business Administration (with a concentration in Accounting or Finance), or comparable curriculum, and five (5) years of professional accounting and/or auditing experience, at least two (2) years of which substantially involved conducting internal and/or financial compliance audits and/or forensic accounting.

*Forensic accounting experience shall be defined as accounting experience that substantially includes the investigation and analysis of a variety of financial records and transactions in order to identify and find evidence of fraud, corruption, and other financial crimes, and the preparation of trial evidence, as needed.

R.C.D.P. (11.24.2017) 01.28.2018
Exempt