

ASSOCIATE AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional accounting work involving responsibility for auditing the books and stock records of county departments, suggesting revisions in accounting procedures, and instructing departmental employees in the proper maintenance of accounts as prescribed by the County Administrator's Office. The work is performed under the general supervision of the County Administrator who sets policy.

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.*

Audits financial accounts of each department to see if records check with those maintained by the
County Administrator's Office;

Points out deficiencies in present methods;

Suggests changes in methods and procedures;

Makes spot checks of agency inventory and cash on hand;

Obtains and makes comparative analyses of monthly operating statements from each department;

Writes instructions for new procedures to be adopted;

Makes special surveys and comparative studies as directed by the County Administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern principles and practices of governmental accounting and auditing; ability to critically evaluate financial and other business records and detect irregularities; ability to make difficult accounting analyses and to prepare clear and concise financial reports and statements; resourcefulness in the solution of complex accounting and auditing problems; good accounting judgment; and good observation.

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MINIMUM QUALIFICATIONS: 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 and two (2) years of full-time paid experience in accounting and auditing of a municipality or large corporation.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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