

DEPUTY COUNTY AUDITOR

227-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the County Auditor in performing financial and performance audits relating to claims, accounts, and demands which are made a county charge by law or which are otherwise a responsibility of the County government. The Deputy County Auditor will suggest revisions in accounting procedures and will audit claims and vouchers to insure the proper expenditure of county funds. Employees in this class will perform substantial accounting, auditing, budget preparation, and fiscal related duties requiring a good knowledge of generally accepted accounting principles. The incumbent will act for and in place of the Auditor when he/she is absent. The work is performed under the general supervision of the County Auditor with leeway for independently performing many of the duties of the position. Supervision may be exercised over subordinate employees. The Deputy County Auditor shall hold no other public or political office, nor be concurrently employed in or by any other private or governmental entity. Income derived from other sources, such as investments, properties and/or business is allowed, provided (1) there is no active participation in the operation or conduct thereof, and (2) they are not located in the County of Sullivan.

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 county departments;

Conducts management, performance, and compliance audits of records and accounts for all
officers and employees of county departments;

Assigns and reviews the work of subordinate employees;

Reviews and analyzes contracts and the County Tax Levy;

Authorizes payments and abstracts;

Assists in personnel matters;

Conducts cost analysis studies and reports;

Assists in the preparation of financial and performance reports of findings and recommendations;

Assists in the county budget preparation process;

Assists the County Auditor in determining the legality of claims against the county;

Assists in developing, implementing, and maintaining accounting and auditing procedures;

Other accounting and auditing functions assigned by the County Auditor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of governmental accounting; good knowledge of modern principles and practices of governmental accounting and auditing; good knowledge of principles and procedures involved in substantiating or examining transactions and financial statements; good knowledge of Generally Accepted Accounting Principles (GAAP); good knowledge of general and governmental auditing techniques and Generally Accepted Auditing Standards (GAAS); working knowledge of general and governmental purchasing requirements; 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; ability to understand and interpret tabular material; ability to present ideas clearly both orally and in writing; resourcefulness in the solution of complex accounting and auditing problems; good accounting judgment; and ability to present ideas clearly both orally and in writing.

MINIMUM QUALIFICATIONS: (Either)

- (A) Graduation from a New York State or regionally accredited college or university with a masters degree in public administration, business administration, accounting, or a related field, and four (4) years of acceptable experience involving the performance of significant accounting and auditing duties; or
- (B) Graduation from a New York State registered or regionally accredited four year college or university with a bachelor's degree in business administration with a concentration in accounting or finance; public administration, with a concentration in accounting or finance; or accounting, and six (6) years of acceptable experience involving the performance of significant accounting and auditing duties.
- (C) An equivalent combination of training and experience as described above.

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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Last Reviewed: 9/16/04
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

Modified 1/7/05
Modified and placed in classplan book on 1/11/05
Revised and Replaced in Classplan: 1/30/2023
Revised and Replaced in Classplan: 3/25/2025 (Edu)