

DEPUTY COMPTROLLER - AUDIT

(Audit)  
Exempt  
JG XVII  
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves managing and directing the Comptroller's Office, Division of Audit and Control, and assisting the Comptroller in performing duties of a fiscal nature. The incumbent is responsible for planning, developing, and implementing all auditing plans and procedures. The incumbent develops auditing policy for approval by the Comptroller, and is ultimately accountable for compliance with all industry and governmental auditing standards, including the Erie County Charter and Administrative Code. Work is performed under the general direction of the Comptroller. Supervision is exercised over a substantial number of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direct supervision of Senior Auditors and EDP Auditor to ensure audit goals and objectives are implemented efficiently and effectively in compliance with industry and governmental standards;  
Develops and implements audit plans and provides written policies and procedures to guide the audit staff in the execution of their responsibilities;  
Meets with Comptroller, department heads, and Legislature to discuss audit goals and plans, and to ensure fulfillment of Code and Charter responsibilities;  
Responsible for all audit-related functions, including, but not limited to, Review of all reports and discussion of such with Comptroller, department heads, and Legislature;  
Provides liaison with external auditors and department heads regarding audit objectives and recommendations;  
Monitors and makes recommendations on manpower and training requirements relating to qualifications and skills necessitated by current professional auditing standards;  
Participates in formal training courses/sessions to increase professional knowledge and skills;  
Assists the Comptroller in formulating department budget and selected items for inclusion in annual County budget;  
Assists the Comptroller in discharging the Comptroller's duties;  
Acts as Comptroller in absence of Comptroller.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of theory and practices of governmental accounting and auditing; thorough knowledge of generally accepted audit standards, procedures and techniques; thorough knowledge of laws, rules, regulations, and procedures related to the auditing of financial records of County departments and funded agencies; good knowledge of sources of information relating to laws, practices, and standards of professional auditing; ability to apply sound management principles in an auditing environment; ability to plan, develop, and implement

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

detailed policy and procedures relating to the conduct of professional auditing activities; ability to apply audit techniques in an EDP environment; ability to evaluate the judgment of subordinates in the application of audit standards; ability to communicate effectively, both orally and in writing; sound professional judgment; initiative and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business Administration or related field, including or supplemented by 24 semester credit hours in accounting; and eight (8) years of experience in the field of accounting and/or auditing, at least six (6) years of which must have been in a responsible supervisory and/or administrative position, and in addition possession of either a Master's degree in Business Administration or certification as a Certified Public Accountant issued by New York State.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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