

ACCOUNTANT AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing independent audits of accounts and records in County Departments and agencies. The incumbent prepares financial statements to reflect audit findings. Work is performed under the general supervision of a higher ranking employee who assigns and reviews work. Supervision may be exercised over a small number of accounting employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Audits the financial records and accounts of county departments charged with any duty relating to county funds for which the county is responsible;
Reviews financial transactions, accounts and reports for compliance with applicable laws and regulations;
Prepares audit plans, detailed work papers and audit reports for submittal to appropriate county departments;
Prepares financial reports in accordance with generally accepted accounting principles to provide full and informative disclosure about financial operations of the department, agency, activity or program audited;
Establishes grants under the uniform system of accounts as prescribed by the New York State Comptrollers Office;
Audits the claims of all grants;
Makes recommendations for actions to affect improvements in operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account-keeping and bookkeeping principles and techniques;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of federal, state and local legislation governing the accounting operations of the agency to which assigned;
Good knowledge of theory and practices of governmental accounting and auditing;
Ability to plan and supervise the work of a clerical and account keeping staff;
Ability to maintain, devise and install accounting and bookkeeping systems;
Ability to maintain complex personnel and activity control records and to prepare reports;
Industry and dependability;
Capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or N.Y. State registered four (4) year college or university with a Bachelor's degree in Business Administration or related field including or supplemented by a minimum of twenty-four (24) semester credit hours in accounting.

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