

SENIOR AUDITOR

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DISTINGUISHING FEATURES OF THE CLASS: The work involves directing, coordinating, and performing financial, compliance, management, performance, and EDP and special emphasis audits, as assigned by the Deputy Comptroller-Audit. The work includes supervising and controlling individual audit assignments to ensure their timely and accurate completion, in accordance with Generally Accepted Auditing Standards, procedures, and techniques. The incumbent exercises independent judgment in finalizing audit reports, reaching conclusions and making appropriate comments and recommendations. Work is performed under the direct supervision of the Deputy Comptroller-Audit. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs, coordinates and assists in planning and scheduling audits;
Manages individual audit assignments according to established timelines and available resources;
Uses independent judgment in deviating from audit program, if necessary, to more efficiently and effectively accomplish audit objectives;
Pursues material discrepancies disclosed in audit findings;
Reviews audit work papers; finalizes audit reports; discusses supported conclusions with the Deputy Comptroller-Audit and makes necessary revisions;
Meets with department heads and legislators when appropriate;
Researches, analyzes, audits organization structure, systems, policies, financial data, etc., and develops detailed list of audit steps (audit program), scope and objectives of audit;
Monitors training needs and assists management in design and implementation of training programs;
Acts as clearinghouse in industry publications and staff development opportunities;
Participates in formal training courses/sessions to increase professional knowledge and skills.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of theory and practice of governmental accounting and auditing; thorough knowledge of Generally Accepted Government Audit Standards, procedures and techniques, as prescribed by the American Institute of Certified Public Accountants and the Comptroller General of the United States; thorough knowledge of testing and sampling procedures used in auditing; good knowledge of Federal, State and local laws, rules and regulations governing the financial operations of County government; working knowledge of management principles; ability to direct individual audit teams in carrying out the audit plan

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according to established objectives in a timely manner; ability to prepare and evaluate the results of audit progress; ability to apply audit techniques in an EDP environment; ability to communicate effectively, both orally and in writing; ability to train and supervise subordinate personnel; 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 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 five (5) years of accounting and/or auditing experience, at least three (3) years of which were specifically in auditing, two (2) years of which were in audit supervision.

SPECIAL REQUIREMENT:

Applicant must be certified as a Certified Internal Auditor or possess a Certified Public Accountant license issued by New York State.

Auditing Confirming and documenting the veracity of data.

Accounting Recording, classifying, verifying, reporting and analysis of financial data.

Supervision Responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.

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