

## **AUDITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves technical accounting work, thorough analysis of reports and/or financial data prepared including responsibility for acting as principal assistant to the Chief City Auditor. The Auditor works under the direct supervision of the Chief City Auditor and/or their Deputy.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Examines and ensures financial records are accurate;
- Assesses financial operations and works to help ensure that processes run efficiently;
- Reviews accounts payable in accordance to contracts, purchase orders, budget and invoices;
- Prepares audit plans for final approval by Chief City Auditor;
- Conducts audits of various procedures and accounting functions;
- Examines and analyzes accounting records to determine financial status of the City and prepares financial reports concerning operating procedures;
- Prepares detailed reports on audit findings;
- Report to Chief City Auditor and/or Deputy about asset utilizations and audit results and recommends changes in operations and financial activities;
- Collects and analyzes data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations and management policies;
- Reviews data about material assets, vehicles and expenditures to maintain equipment;
- Prepares documents and memoranda to document work at the request of the Chief City Auditor and/or Deputy;
- Conducts and documents follow-up on prior audit findings and recommendations;
- Checks, enters and retrieves information in an automated system;
- May supervise subordinate staff, if directed by the Chief City Auditor;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of municipal budgeting, financial reporting, accounting, auditing and operation evaluation;
- Good knowledge of Government Auditing Standards and the Standards for the Professional Practice of Internal Auditing;
- Good knowledge of the practices and methods of organizational operations and performance and statistical analysis;
- Good knowledge of the City's auditing policies and procedures;
- Good knowledge of basic principles, tools and techniques of project planning and management;
- Ability to communicate clearly, concisely and effectively, verbally and in writing;

- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Ability to maintain objectivity and professional integrity in all circumstances;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree (or higher) in Accounting, Public Administration, Business Administration or a related field; **OR**
- B. Possession of an Associate's Degree in Accounting, Public Administration, Business Administration or a related field and two (2) years of auditing/accounting related experience; **OR**
- C. Graduation from high school or possession of an equivalency diploma and four (4) years of accounting and/or business related experience; **OR**
- D. An equivalent combination of training and experience defined by the limits of (A) through (C) above.

Note: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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