

CITY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is important accounting work involving responsibility for reviewing all accounts of the city and maintaining the budgets of all departments and offices in accordance with a prescribed procedure. General control and management of accounts and finances is exercised by the Mayor and Common Council, however considerable discretion is permitted the City Auditor in prescribing the methods of keeping records and accounts to be maintained and operated by all departments and offices of the city. Supervision may be exercised over the work of account-keeping and clerical subordinates. A City Auditor does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains all the general books and budgetary control of all departments and offices of the city;
- Maintains the accounting procedures of the city in accordance with a uniform system of accounts;
- Exercises accounting control over expenditures of every department, bureau and office of the city notifying department heads, the Mayor and Common Council when over-expended;
- Submits periodic statements of revenues and expenses to the Common Council showing exact progress being made under the budget and the exact financial condition of the city;
- Prepares and submits an annual report to the State Comptroller;
- Prescribes books, records and accounts to be kept and reports to be made by all departments, bureaus and offices of the city;
- Assists in preparation of the annual budget;
- Reviews and submits for approval or disapproval all claims and accounts against the city;
- Participates in the floating of bond issues for the city;
- Issues all warrants for payment of money by the city;
- Administers the Fleet Replacement Program and Purchase Card Program;
- Responsible for all accounting functions related to the Olean Urban Renewal Agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principals and practices of governmental accounting and auditing; good knowledge of organization and functions of municipal government; ability to plan and supervise accounting activities on a large scale; ability to make difficult accounting analyses and to prepare clear and concise financial statements; initiative and resourcefulness in the solution of complex accounting and auditing problems; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in Accounting, Economics, Business Administration or closely related field including or supplemented by 18 credit hours in accounting, and three (3) years of responsible accounting or auditing experience.

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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 10/27/22