

AUDIT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is detailed professional work involving responsibility for auditing financial accounts, records and claim vouchers and for reporting audit results. Responsibilities include reviewing financial and related records of County departments and programs for the County Legislature. Work is performed under supervision of the County Auditor or the Deputy County Auditor. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Audits financial records of County departments and programs for the County Legislature;
Audits claims presented for payment;
Records all claims, verifies claims to budget and informs County Auditor of any problems;
May work on a variety of related office jobs and projects as required;
Assists the County Auditor with financial matters and problems.
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern auditing and accounting methods; good knowledge of office terminology, procedures and equipment; ability to follow complex oral and written directions; ability to write reports; ability to develop a thorough knowledge of the laws, rules and regulations of the State and County relative to expenditures and revenues; ability to follow directions; ability to secure the cooperation of others; ability to communicate and work effectively with others; a high degree of accuracy; initiative; good judgment; integrity and tact.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree which shall have included a minimum of twenty-one (21) credits in accounting, and one (1) year of responsible work experience in accounting or auditing; or
- b) Associate's Degree which shall have included a minimum of twelve (12) credits in accounting, and three (3) years of responsible work experience in accounting or auditing; or
- c) High school graduation or possession of a comparable diploma, and five (5) years of progressively responsible work experience in accounting or auditing; or
- d) An equivalent combination of the training and experience indicated in (a), (b), or (c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.