

DEPUTY COUNTY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is detailed work involving responsibility for auditing financial accounts, records and claim vouchers of county departments and programs. Results of these audits are reported to the County Auditor following prescribed procedures. Work is performed under supervision of the County Auditor with wide leeway permitted for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Audits and approves all bills, vouchers, invoices, demands or charges paid from county funds or by any county agency or payment for which the county, its officers or agents are responsible;

Prescribes the form of receipts, vouchers, bills or claims to be filed by all agencies of the county;

Records all claims, verifies claims to budget and informs auditor of any problems;

Prepares financial reports as may be requested or required by the county legislature and as directed by the County Auditor;

Participates in audits of county departments, contract agencies and programs involving county funds;

Prepares audit reports containing a summary of audit findings;

Assists the County Auditor with all other related financial matters as requested or directed;

Acts for and in place of the County Auditor in the absence of the County Auditor.

May work on a variety of related office jobs and projects as required;

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 concise reports including basic statistical analysis; ability to develop a thorough knowledge of the laws, rules and regulations of the State and County relative to expenditures and revenues; 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 two (2) years of responsible work experience preferably in accounting or auditing functions; 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 high school equivalency 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.