

MANAGER - AUDITING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Finance, an incumbent in this position is responsible for managing all activities of the County's internal audit program and exercises considerable discretion in scheduling, planning and conducting audits. These audits may be designed to ascertain compliance with appropriate policies, rules, regulations, laws and agreements or to determine the financial integrity, economy, efficiency or effectiveness of any County operation including contracts, concessions or franchises. Supervision is exercised over a number of professional auditing specialists and support clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules and assigns auditing tasks to insure timely reports consistent with operational objectives and regulatory requirements;

Recommends and implements internal auditing policies, procedures and techniques insuring adherence to established professional standards;

Reviews all audit reports for content, completeness, accuracy, sufficiency, and objectivity insuring that the findings can be supported by data as well as recommendations for corrective action and submits them to the Commissioner of Finance;

Ascertain the reliability of accounting and other data developed within the organization;

Determines when interim audit reports should be issued;

Reports all instances of interference immediately to the Commissioner of Finance;

Integrates County audit requirements with those of other levels of government thereby eliminating unnecessary duplication of effort;

Recommends the use of external consultants for unusual audits or when sufficient personnel are unavailable to insure the timeliness and completeness of reports;

Responsible for the integrity of all reports and assigned personnel;

Evaluates the performance of all assigned personnel;

Insures the auditing staff benefits from available training programs and supervises the internal on-going training program of the audit staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, theories, techniques and practices of internal auditing; good knowledge of governmental accounting theory and practice; good knowledge of personnel, budget and finance administration theory and practice; good knowledge of the functions, processes and principles of management; familiarity with electronic data processing capabilities and the systems approach; ability to plan, direct and evaluate the

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

performance of assigned professional and clerical personnel; ability to identify staff training needs and to obtain the necessary resources in order to satisfy these needs; ability to establish effective relationships with management personnel at all levels and with auditing staff at other levels of government; ability to formulate, develop and implement auditing standards, procedures and techniques; integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) six years professional accounting, auditing, personal, budget or management analysis experience including two years in a supervisory position conducting internal audits; or (b) a Master's Degree* in Accounting, Business Administration, Public Administration or Finance may be substituted on a year for year basis for the experience specified in (a) but the two years specialized experience must be included; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Experience obtained as a Public Administration Intern may be substituted for up to one year of experience.

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