

SUPERVISOR - AUDITING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager - Auditing Services, the incumbent of this class is responsible for supervising and conducting audits of County departments and offices. 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 Auditing Specialists.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Manager - Auditing Services in the management and supervision of the County's Internal Audit function;

Monitors the progress of all audits to insure regulatory compliance and operational objectives;

Participates in the review and editing of audit reports;

Reviews and approves audit programs and workpaper files for each audit;

Participates in the management and planning of audits including exit conferences;

Prepares audit reports and billing for audit services;

Assesses and implements staff development and training.

REQUIRED KNOWLEDGES, 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 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 requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) four years professional accounting, auditing, budget or management analysis experience including one year 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 one year specialized experience must be included or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*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 Education Department as a post-secondary, degree-granting institution.