

Auditor Tompkins County

Department: Comptroller/Finance
Classification: Competitive
Labor Grade: Confidential Grade N (64)
Approved: 0
Revised: 5/91; 6/91; 7/92; 2/93; 5/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with an associates degree in accounting or related field and four years of full time paid (or the equivalent part time and/or volunteer) accounting experience with general ledger, balance sheets and expenditure auditing; **OR**
- (b) Graduation from high school or a high school equivalency diploma and six years of full time paid (or the equivalent part time and/or volunteer) accounting experience with general ledger, balance sheets and expenditure auditing; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for conducting internal auditing of county departments and agencies, monitoring vendor contracts and payments, and reconciliation of reimbursement claims. The position is responsible for insuring that all account keeping procedures and contractual services area carried out in accordance with applicable, Federal, State and local laws, regulations and policies governing local governments. The incumbent will provide technical oversight and coordination of account keeping activities for county departments. The work is performed under the general supervision of the Comptroller. This employee will train department staff in office procedures. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Interfaces with County Department Heads and Senior Personnel regarding improvements in departmental accounting practices and ascertains that existing practices are accurate and workable;
Conducts audits of County departments, receiving or dispersing money;
Conducts audits of non-profit agencies that receive County funding;
Conducts audit of hotels and bed & breakfast establishments for compliance with hotel tax;
Trains subordinate staff in office procedures;
Coordinates processing of construction audits;
Audits financial records and accounts of all units of County government charged with duties relating to funds of the County;
Specific audit and monitoring duties related to expenditures of Federal/State Financial Assistance provided to sub-recipients by the County in accordance with applicable laws and regulations;
Reviews financial claims against the County with emphasis on contracted service agreements;
Reconciles County claims in all departments for State and Federal aid reimbursement;
Audits payroll records;
Conducts internal audits of County departments for compliance with Federal and State regulations and County policies and systems;
Monitors delinquent and aged receivable accounts for collection;
Assists with internal account reconciliation in the Comptroller's Office;
Monitors corrective action procedures for department as needed;
May prepare reports in all accounting areas of County departments under the directive of the Comptroller.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account keeping practices and terminology;
Thorough knowledge of the terminology, practices and procedures of data processing systems used;

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business English;
Good knowledge of Federal, State and local laws and regulations which affect the accounting practices of local governments;
Ability to develop, effectively implement and maintain accounting systems and procedures in conformance with all applicable laws, rules and regulations;
Ability to comprehend, analyze and develop procedures to deal with unusual or complex accounting problems;
Ability to comprehend and analyze problems in the input and output of computer information;
Ability to understand and carry out complex oral and written instructions;
Ability to prepare accurate correspondence and reports;
An ability to read and understand financial statements is required.
The employee's physical condition shall be commensurate with the demands of the position.

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