



## County of Erie

MARK C. POLONCARZ  
COMPTROLLER

### EMPLOYMENT ANNOUNCEMENT OFFICE OF ERIE COUNTY COMPTROLLER

### ACCOUNTANT AUDITOR

The Erie County Comptroller's Office is soliciting resumes and letters of interest from prospective applicants for the position of ACCOUNTANT AUDITOR.

The position, in the Division of Audit and Control, reports to the Deputy Comptroller-Audit. This is a competitive position in the classified civil service. If appointed, the incumbent will be required to take the appropriate civil service exam for the title and score in the top three. The position is Job Group IX, starting salary \$35,286, with a longevity step increase to \$37,546 after six months and annual longevity step increases thereafter.

Please find attached the position description, including the requirements for the position.

Interested applicants should complete the Erie County Application for Examination or Employment at <http://www.erie.gov/employment/pdfs/emplapp.pdf> and send that application along with a letter of interest and their resume to: Erie County Comptroller Mark C. Poloncarz, 95 Franklin Street, 11<sup>th</sup> Floor, Buffalo, New York 14202, Attention: Timothy C. Callan.

For any questions concerning this position, please contact Timothy C. Callan, Associate Deputy Comptroller, at (716) 858-8404 or via electronic mail at [callant@erie.gov](mailto:callant@erie.gov).

The County of Erie is an equal employment opportunity employer.

February 27, 2007

ACCOUNTANT AUDITOR

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DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing independent audits of accounts and records in County Departments and agencies. The incumbent prepares financial statements to reflect audit findings. Work is performed under the general supervision of a higher-ranking administrative employee who assigns and reviews work. Supervision is exercised over a small number of accounting employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Audits the financial records and accounts of county departments charged with any duty relating to county funds for which the county is responsible;  
Reviews financial transactions, accounts and reports for compliance with applicable laws and regulations;  
Prepares audit plans, detailed work papers and audit reports for submittal to appropriate county departments;  
Prepares financial reports in accordance with generally accepted accounting principles to provide full and informative disclosure about financial operations of the department, agency, activity or program audited;  
Establishes grants under the uniform system of accounts as prescribed by the New York State Comptrollers Office;  
Audits the claims of all grants;  
Makes recommendations for actions to affect improvements in operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern account-keeping and bookkeeping principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of federal, state and local legislation governing the accounting operations of the agency to which assigned; good knowledge of theory and practices of governmental accounting and auditing; ability to plan and supervise the work of a clerical and account keeping staff; ability to maintain, devise and install accounting and bookkeeping systems; ability to maintain complex personnel and activity control records and to prepare reports; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or N.Y. State registered four (4) year college or university with a Bachelor's degree in Business Administration or related field including or supplemented by a minimum of twenty-four (24) semester credit hours in accounting and two (2) years of accounting and/or auditing experience.

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NOTE: Examples of acceptable experience are full-charge  
bookkeeper\*, junior accountant and similar positions.

Examples of unacceptable experience are: account-clerical experience and  
experience limited to posting, maintaining, examining or preparing one or more  
of the following: voucher register, sales register, cashbook, insurance  
register, accounts receivable ledger, accounts payable ledger, any other special  
journal or subsidiary ledger; or experience preparing income tax returns.

\*Bookkeeper responsible for a full set of financial records, including General  
Ledger and all subsidiaries.

Auditing - Confirmation and documenting the veracity of data.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward  
meeting full-time experience requirements