



County of Erie

MARK C. POLONCARZ
COMPTROLLER

EMPLOYMENT ANNOUNCEMENT OFFICE OF ERIE COUNTY COMPTROLLER

ASSOCIATE DEPUTY COMPTROLLER

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

The position is in the Division of Audit and Control and reports to the Deputy Comptroller-Audit. This is an exempt position and is not in the classified civil service. The position is Job Group XVII, starting salary \$68,973 (2007), with a longevity step increase to \$73,374 (2007 scale) 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, 11th Floor, Buffalo, New York 14202, Attention: Timothy C. Callan.

The deadline for replying to this announcement via submission of a cover letter, resume and application for employment is 4:00 pm (EST) on December 17, 2007.

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.

The County of Erie is an equal employment opportunity employer.

December 10, 2007

ASSOCIATE DEPUTY COMPTROLLER – AUDIT
Office of the Erie County Comptroller
JG XVII

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Deputy Comptroller-Audit, the work involves managing and directing the Division of Audit and Control in the Erie County Comptroller's Office. The incumbent is responsible for planning, developing and implementing audit plans and procedures. The incumbent helps develop auditing policy for approval by the Comptroller and is accountable for compliance with all applicable industry and governmental auditing standards, including the Erie County Charter and Administrative Code. Work is performed under the direction of the Deputy Comptroller-Audit. Supervision is exercised over a number of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts as Deputy Comptroller-Audit in absence of Deputy Comptroller-Audit;
- Provides direct supervision of Staff Auditors and Accountant Auditors and other audit personnel to ensure audit goals and objectives are implemented efficiently and effectively in compliance with applicable industry and governmental standards;
- Helps develop and implement audit plans and provides policies and procedures to guide the audit staff in the execution of their responsibilities;
- Responsible for audit-related functions, including but not limited to conducting audit field work, developing audit reports and overseeing field audits;
- Provides liaison with external auditors and department heads regarding audit objectives and recommendations;
- Participates in formal training courses/sessions to increase professional knowledge and skills and maintain professional auditing standards;
- Assists the Comptroller in discharging the Comptroller's duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of theory and practices of governmental accounting and auditing; thorough knowledge of generally accepting audit standards, procedures and techniques; thorough knowledge of laws, rules, regulations and procedures related to the auditing of financial records of local government departments and funded agencies; good knowledge of sources of information relating to laws, practices and standards of professional auditing; ability to apply sound management principles in an auditing environment; ability to help plan, develop and implement detailed policy and procedures relating to the conduct of professional auditing activities; ability to evaluate the judgment of subordinates in the application of audit standards; ability to communicate effectively, both orally and in writing; sound professional judgment; initiative and dependability.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Business Administration or related field, including or supplemented by at least 24 semester credit hours in accounting; and six (6) years of experience in the field of accounting and/or auditing, at least four (4) years of which must have been in a responsible supervisory and/or administrative position; and possession of either (a) a Master's Degree in Business Administration, or (b) certification as a Certified Public Accountant by New York State, or (c) certification as a Certified Internal Auditor by the Institute of Internal Auditors, or (d) certification as a Certified Management Accountant by the Institute of Management Accountants.

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