

## CITY AUDITOR

### DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in the management of city finances and auditing financial accounts, records, and claims. An employee in this class will also be responsible for cash management; supervising payroll preparation and for maintaining a fixed asset system of accounts. This class differs from that of Auditor because of the independent decision-making authority vested in the position, the financial management function, and because of the supervisory responsibilities involved. The work is performed under the general supervision of the Commissioner of Finance. Supervision will be exercised over the work of a staff of subordinate clerical employees.

### TYPICAL WORK ACTIVITIES:

1. Manages cash flow and temporary cash investments;
2. Audits claims presented for payment;
3. Develops and maintains fixed asset system of accounts;
4. Coordinates City's annual financial report;
5. Implements and maintains accounting procedures for the Capital Projects Fund;
6. Supervises maintenance of subsidiary reports of revenues and expenditures;
7. Supervises payment of City expenditures;
8. Supervises preparation of payroll;
9. Supervises Section 8 housing and EDA/LPW fiscal administration;
10. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of cash flow prediction and management; thorough knowledge of modern auditing and accounting methods; good knowledge of public finance; good knowledge of office terminology; procedures, and equipment; ability to develop a thorough knowledge of the laws, rules, and regulations of the State and City relative to expenditures and revenues; ability to plan and supervise the work of others; ability to make financial projections with a high degree of accuracy; ability to secure the cooperation of others; ability to communicate and work effectively with others; integrity; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which shall have included a minimum of twenty-one (21) credits in finance and/or accounting, and two (2) years of responsible professional work experience in financial management, accounting, or auditing;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree which shall have included a minimum of twelve (12) credits in finance and/or accounting, and four (4) years of responsible professional work experience in financial management, accounting or auditing;
- OR: (C) High school graduation or possession of high school equivalency diploma, and six (6) years of responsible professional work experience in financial management, accounting or auditing;
- OR: (D) An equivalent combination of training and experience.

NOTE: A Master's Degree in accounting, finance or business or public administration may be substituted for the required experience at the rate of 30 credits equals one year.