



CITY OF ALBANY
HUMAN RESOURCES
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KATHY M. SHEEHAN
MAYOR

PLEASE POST CONSPICUOUSLY
July 3, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Auditor
Department of Audit & Control

The **Department of Audit & Control** has one (1) vacancy for the position of **Auditor** at a rate of **\$49,965/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, August 1st, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, AUGUST 1ST, 2019
An Equal Opportunity /Affirmative Action Employer

AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical accounting work, thorough analysis of reports and/or financial data prepared including responsibility for acting as principal assistant to the Chief City Auditor. The Auditor works under the direct supervision of the Chief City Auditor and/or their Deputy.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Examines and ensures financial records are accurate;
- Assesses financial operations and works to help ensure that processes run efficiently;
- Reviews accounts payable in accordance to contracts, purchase orders, budget and invoices;
- Prepares audit plans for final approval by Chief City Auditor;
- Conducts audits of various procedures and accounting functions;
- Examines and analyzes accounting records to determine financial status of the City and prepares financial reports concerning operating procedures;
- Prepares detailed reports on audit findings;
- Report to Chief City Auditor and/or Deputy about asset utilizations and audit results and recommends changes in operations and financial activities;
- Collects and analyzes data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations and management policies;
- Reviews data about material assets, vehicles and expenditures to maintain equipment;
- Prepares documents and memoranda to document work at the request of the Chief City Auditor and/or Deputy;
- Conducts and documents follow-up on prior audit findings and recommendations;
- Checks, enters and retrieves information in an automated system;
- May supervise subordinate staff, if directed by the Chief City Auditor;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of municipal budgeting, financial reporting, accounting, auditing and operation evaluation;
- Good knowledge of Government Auditing Standards and the Standards for the Professional Practice of Internal Auditing;
- Good knowledge of the practices and methods of organizational operations and performance and statistical analysis;
- Good knowledge of the City's auditing policies and procedures;
- Good knowledge of basic principles, tools and techniques of project planning and management;
- Ability to communicate clearly, concisely and effectively, verbally and in writing;

- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Ability to maintain objectivity and professional integrity in all circumstances;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Accounting, Public Administration, Business Administration or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Accounting, Public Administration, Business Administration or a related field and two (2) years of auditing/accounting related experience.

Issued: 11/29/17
Revised: 1/31/18