

## **DEPUTY CHIEF CITY AUDITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical accounting work, thorough analysis of reports and/or financial data prepared including responsibility for acting as principal assistant to the Chief City Auditor. Work activities are performed with considerable technical independence in accordance with established regulations and departmental procedures. Work normally includes the supervision of subordinate employees only in the absence of the Chief City Auditor through discussion and direction of the Chief City Auditor.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Examines financial records and ensures that financial records are accurate;
- Assesses financial operations and works to help ensure that the organization runs efficiently;
- Reviews accounts payable in accordance to contracts, purchase orders, budget and invoices;
- Conducts audits of various procedures and accounting functions;
- Prepares audit plans for final approval by Chief City Auditor;
- Prepares detailed reports on audit findings;
- Recommends changes in operations and financial activities based on audit findings;
- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations and policies;
- Supervise auditing of departments/agencies and determine scopes of investigation required;
- Reviews data on material assets, vehicles and expenditures to maintain equipment;
- Inspects account books and accounting systems for efficiency, effectiveness and use of accepted account procedures to record transactions;
- Signs official documents for the Chief City Auditor and assumes such authority and duties as may be delegated by the Chief City Auditor;
- Checks, enters and retrieves information in an automated information system;
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Considerable knowledge of accounting principles and practices particularly as they apply to municipalities.
- Considerable knowledge of the practices and methods of organizational, operations and performance, and statistical analysis;
- Considerable understanding of the principles, practices and standards of governmental auditing standards;
- Considerable understanding of the municipal auditing policies and procedures;

- Considerable knowledge of basic principles, tools and techniques of project planning and management;
- Considerable knowledge of personal computers, spreadsheet and database software and office equipment’
- Considerable knowledge of office methods and procedures.
- Strong organizational skills;
- Ability to collect, evaluate and interpret statistical data in a variety of formats and communicate findings in both statistical and narrative forms;
- Ability to analyze complex operations, financial and organizations issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations;
- Ability to use statistical, spreadsheet and database software to maintain data and conduct analyses;
- Ability to write clearly and concisely; summarize complex ideas and data; prepare presentations including appropriate graphic displays;
- Ability to establish and maintain effective working relationships with city officials, representatives of other governmental agencies and others encountered in the course of work;
- Ability to constructively interact with the public in meetings, over the phone, and through written communication;
- Ability to conduct interviews as well as develop, administer, and determine the validity of surveys and questionnaires;
- Ability to maintain confidentiality;
- Ability to prepare worksheets and audit accounting records.
- Ability to use office appliances necessary to the maintenance of financial records.
- Ability to supervise others and create a work flow for others with the approval and direction from the City Auditor.
- 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 with a Bachelor’s Degree (or higher) in accounting AND four (4) years of auditing/accounting related experience or a closely related field **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree or higher which must include course work in research and statistical methods and 12 semester credit hours in accounting, AND five (5) years of satisfactory, full-time paid experience in auditing/accounting related experience or a closely related field.