

SENIOR ACCOUNTANT
(Formerly Chief Auditor)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of responsible work in supervising and participating in financial audit and record analysis work in the office of the City Comptroller; does related work as required. Work activities are generally outlined by the City Comptroller but the employee in this class is expected to schedule work activities to provide a periodic review of the various departments. Work includes the direct supervision of a small staff of auditors. Work is performed in accordance with standard auditing practices and departmental procedures. Work is reviewed and evaluated by the City Comptroller through discussion and analysis of audit reports.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and participates in general and detailed audits of city departments receiving or disbursing money or in making tax and water roll audits;
- Makes suggestions regarding improvements in departmental accounting practices and ascertains that existing practices are accurate and workable;
- Reviews work activities with subordinate auditors, resolves specific problems presented by auditors, and instructs them in proper work procedures;
- Discusses audit report with departmental personnel and advises City Comptroller of results of audits;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern auditing principles, practices, and procedures;
- Thorough knowledge of modern accounting and financial record keeping practices;
- Good knowledge of office procedures, terminology and equipment;
- Working knowledge of business English;
- Ability to write legibly;
- Ability to make accurate and precise arithmetic computation;
- Ability to plan and supervise the work of a small technical staff;
- Ability to interpret and apply departmental rules and regulations;
- Ability to express oneself effectively in oral and written form;

- Ability to establish and maintain effective working relationships with departmental personnel;
- Good judgment;
- A high degree of accuracy;
- Integrity;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: BE CAREFUL... No preference can be used

Bachelor's or higher

Associates or higher

Be as specific as possible

Include part-time equivalent is needed

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration or related field **and** one (1) year of experience involving Accounting or Auditing; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Accounting or related field and three (3) years of experience involving Accounting or Auditing; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving Accounting or Auditing; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 1955

4/18/79

3/16/88