

PROGRAM SPECIALIST (INTERNAL AUDITOR)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher ranking auditor, an incumbent of this position is responsible for complex auditing assignments including field investigation, accumulating, researching and organizing materials required for assignments, documenting work performed on work papers, assisting in the preparation of audit reports and attending audit conferences. Supervision is not normally a responsibility of this position although lead responsibility for assignments may be made periodically. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Gathers background information in order to determine the audited entity's authority, responsibilities, objectives and organizational characteristics;

Assists in all phases of the audit examination determining any weaknesses in operations, their causes and formulates recommendations for corrective action;

Prepares work papers insuring the accuracy, relevancy and sufficiency of findings and recommendations as well as adherence to established format and professional standards;

Recommends criteria for measuring program results and the economical and efficient use of resources;

Reports all instances of conflict or interference immediately to a supervisor;

Determines whether corrective action has been taken on all problems revealed in previous audits;

Analyzes financial operations to determine whether they are in conformity with generally accepted accounting principles;

Analyzes the audited entity's internal control system and its effectiveness;

Assists in preparing reports of audits;

Assists in preparing and conducting exit conferences;

Uses computer applications such as spreadsheets, word processing, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, theories, techniques and practices of internal auditing; good knowledge of governmental accounting theory and practice; good knowledge of the functions, processes and principles of management; familiarity with electronic data processing capabilities; ability to identify problems and propose solutions; ability to gather and analyze data and draw conclusions; ability to research laws, rules, regulations and procedures governing an agency's operations; ability to prepare detailed factual and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd)

coherent reports; ability to conduct interviews and investigations; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database processing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and fifteen semester credit hours in accounting and/or auditing at either the undergraduate or graduate level and either (a) two years of professional accounting or auditing experience; or (b) a Master's Degree* in Accounting, Business Administration, Public Administration or Finance may be substituted on a year for year basis for the experience specified in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

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J.C.: Competitive
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Job Class Code: C1428
Job Group: X