

INTERNAL AUDITOR  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Performs complex auditing assignments, including field investigation with various Town Departments; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Town Comptroller, 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, preparing audit reports and presenting oral reports to management, as requested. Supervision is not normally a responsibility of this position although lead responsibility for assignments may be made periodically.

EXAMPLES OF WORK: (Illustrative Only)

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

Compiles information of all phases of the audit examination determining any weaknesses in operations, assesses these preliminary findings, determines their causes and formulates recommendations for corrective action;

Prepares and maintains audit reports, which may include: documentation of audit steps taken, sampling techniques used, results noted and recommendations for improvement;

Develops time schedules and prioritizes work to be performed for recommended areas;

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 and in accordance with policies and procedures established by the Town Comptroller;

Presents oral reports to management, as required.

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 the capabilities of automated systems equipment to produce various formats such as correspondence, reports, tables, charts and file storage; ability to manage multiple audits simultaneously and ensure completion within established timeframes; 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 coherent reports; ability to conduct interviews and investigations; integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree and two years of professional accounting or auditing experience; or (b) a Master's Degree in Accounting, Business Administration or Finance; 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.