

Department: Auditor's
Classification: Competitive
Grade: 5M/C

SPEC DISK A4
DOCUMENT 24

DEPUTY COUNTY AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the County Auditor with all claims, accounts and demands which are made County charges by law. The incumbent acts for the County Auditor in his/her absence. Work is performed under the general supervision of the County Auditor in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment in carrying out details of the work. Difficult technical or policy problems are referred to the County Auditor for decision or review of judgment where recommendations are initiated. The work includes auditing bills to see that they fully describe the supplies, materials or services which were purchased, sees that funds are available in the accounts of the department to which the voucher is charged and that these funds are sufficient to cover the voucher, and prepares abstracts authorizing the payment of vouchers. Supervision may be exercised over the work of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Acts for the County Auditor in his/her absence;
- Acts as a receptionist and discusses matters of business in the absence of the Auditor;
- Attends meetings as required;
- Updates and maintains vendor files
- Checks vouchers for correctness, that items billed are legal and charges are proper;
- Checks payments to prevent duplicate payment;
- Prepares abstracts for manual payments;
- Maintains office supply inventories;
- Collects and updates county vehicle mileage information;
- Audits DSS Administrative vouchers to check for accuracy and proper backup;
- May prepare correspondence in connection with financial matter;
- Prepares and maintains fiscal reports and spreadsheets;
- Indexes, scans and files all vouchers;
- Assists in processing Assigned Counsel claims;
- Assists in 1099 preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in maintaining financial accounts and records; thorough knowledge of office terminology, procedures, equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition

commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Accounting, Business Administration, or Economics and three years of experience in maintaining financial accounts and records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five years of experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Revised: 08/23/2017