

DIRECTOR OF AUDIT

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position which involves responsibility for directing and supervising programmatic audit and post-audit of all records and programs as may be required (or allowed) by law of the Comptroller. The incumbent oversees the daily operation of the office's audit and reporting function, supervises audit staff, monitors and maintaining workflow among the same, and assuming the duties of the Deputy Comptroller in their absence. The incumbent is responsible for researching, collecting, and providing information and providing confidential advice on internal control and auditing issues which will result in accounting and audit policy determinations by the Comptroller. Work is performed under the direct supervision of the Comptroller and the general supervision of the Deputy Comptroller, with considerable leeway allowed for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES:

1. Directs all aspects of audit and accounting services, including planning, risk assessments, budgeting, scheduling, preliminary audit surveys, methodologies, fieldwork, work paper reviews, audit program, report writing, quality assurance and presentation of results and monitoring recommendations for basic and complex engagements as applicable;
2. Assigns engagements and administrative duties to teams of auditors or individual auditors, monitoring their progress and ensuring that engagements are performed effectively, efficiently and economically, and on a timely basis;
3. Oversees the preparation of audit and non-audit reports for completeness, quality, and compliances with GAGAS (Generally Accepted Government Auditing Standards) and other applicable principles;
4. Reviews reports to ensure that key operational, financial, or compliance issues are properly addressed and documented;
5. Formulates or directs the development of audit techniques and procedures required to conduct engagements, address special situations, and manage a changing environment;
6. Develops recommendations for the implementation of improvements in policies, procedures, operations, and programs;
7. Assists with the review, writing, and distribution of press items on behalf of the Comptroller as an independent official, including press releases, editorials, letters, and other communications for public consumption;
8. Maintains material on the Comptroller's County website, including press releases and reports;
9. Leads in modeling office values with regard to ethical standards and professional demeanor;
10. Directs a continuing education program for Comptroller's Office staff to enhance government auditing and accounting skills;
11. Conducts special audits or performs special projects at the request of the Comptroller;
12. Furnishes statistical and financial data to the Comptroller as required;
13. Assists various departments and agencies of the County in matters relating to the auditing function;
14. Assumes the duties of the Deputy Comptroller in their absence;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern accounting and auditing principles and practices; thorough knowledge of governmental auditing; advanced computer skills, especially the use of Microsoft Excel, Word, and Teams; working knowledge of desktop publishing software such as Adobe InDesign; good knowledge of writing style, vocabulary, spelling and grammar with strong editing skills; thorough knowledge of the general principles of municipal accounting and auditing; thorough knowledge of public finance; good knowledge of public administration; ability to supervise the maintenance of records used in the auditing function; ability to plan and supervise the work of professional government auditors; ability to develop

and implement new auditing techniques; ability to identify problems and propose solutions; ability to analyze data and draw conclusions; ability to prepare detailed factual and coherent reports; ability to design reports and informational graphics in an easily digestible format and consistent with the Comptroller's choosing; ability to conduct interviews and investigations; ability to plan and supervise the activities of the professional and clerical auditing staff; ability to supervise the development and installation of new auditing systems and procedures; ability to follow and convey complex oral and written directions, regulations, laws, etc.; ability to work with automated accounting and auditing systems; ability to establish and maintain effective working relationships with others; a high degree of accuracy; integrity; sound professional judgment; 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 recognized college or university with a Bachelor's degree which included or is supplemented by 24 credit hours in accounting, and five (5) years of full-time paid work experience in the auditing of financial records, two (2) year of which must have been in a supervisory capacity;

OR: (B) Any equivalent combination of training and experience as indicated in above.

NOTE: Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance, or a closely related field may be substituted for the non-supervisory experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years or 60 credit hours. Designation as a Certified Public Accountant (CPA) may also be substituted for two (2) years of supervisory experience.

TO APPLY

E-mail resume to Dutchess County Comptroller Robin Lois at rlois@dutchessny.gov