

DEPUTY COMPTROLLER

ULSTER COUNTY, NEW YORK IS ACCEPTING RESUMES FROM QUALIFIED PERSONS FOR THE POSITION OF

Deputy Comptroller (Office of the Ulster County Comptroller)

Located in the Hudson Valley region of New York, Ulster County is a short drive to both New York City and Albany. It is geographically the size of Rhode Island with approximately 188,000 residents. The county seat is Kingston, which was the first capitol of New York. Ulster County is also the home of Woodstock, NY, which has a vibrant art and music community. Locals enjoy the many breweries and cider houses, as well as the many hiking trails and other outdoor activities such as farmer's markets and craft fairs.

The County currently employs approximately 1300 full time employees and has a 2021 budget of approximately \$334 million.

Under the direction of the Comptroller, the Deputy Comptroller oversees two audit teams: a claims audit team and an internal controls audit team. Under the general supervision of the Comptroller, the Deputy Comptroller manages staff in all aspects of the Office of Comptroller with respect to the planning, directing and execution and of the role of County's chief auditing officer. The Deputy directs audit staff in the functions and operations of claims auditing; account reconciling; planning, execution, and reporting of audits; identifies, recommends, and announces best practices in accounting for the benefit of the County; and reviews compliance with financial reporting requirements, as well as applicable laws and regulations. The position requires minimal travel and will work out of the Ulster County Comptroller's Office in Kingston, New York. The responsibilities of the position include:

- Advising the Comptroller on strategy, communications and management issues.
- Directing all aspects of the audit program including risk assessments, planning, preliminary audit surveys, overseeing methodologies and fieldwork, conducting work paper reviews, and presenting written results and recommendations.
- Assigning engagements and administrative duties, ensuring that tasks are performed effectively and efficiently.
- Interpreting and effectively applying GAGAS (Generally Accepted Government Auditing Standards), statutory and regulatory requirements, and administrative policies and procedures to engagements.
- Overseeing the preparation of audit reports and office communications for completeness, quality, and compliance.
- Formulating or directing the development of audit techniques and procedures required to conduct engagements.
- Developing recommendations for the implementation of improvements in County policies, procedures, operations, and programs.
- Conducting oral presentations to elected officials, management, employees, and the public.
- Performing any other such duties as may be assigned by the Comptroller or Deputy Comptroller.

Knowledge, Skills, and Abilities:

Proficient knowledge of GAGAS (Yellow Book), GAAP, performance measurement principles, internal controls, audit related quantitative methods, audit project management, accounting functions, management principles, and practices applicable to government functions, programs, and processes. Ideal candidate is proficient in LOGOS/New World, Microsoft Office, Munis, Teammate. Government finance experience a must.

MINIMUM TRAINING AND EXPERIENCE:

As the position of Deputy Comptroller is an exempt class position, there are no minimum requirements. However, candidates must possess an advanced degree with a professional designation, which may include Certified Internal Auditor, Certified Public Accountant, or a similar relevant certification; or a bachelor's degree with at least 5 years' of relevant experience, two (2) of which must have included management and/or supervisory experience. CPA strongly preferred.

This is a permanent position appointed at the pleasure of the Comptroller and serves at will.

The annual salary for this position is \$84,466.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
AND ALL CIVIL SERVICE LAW, RULES AND REGULATIONS APPLY.**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

Submit resumes to:

March Gallagher, Ulster County Comptroller

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