



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Internal Audit and Control Coordinator (**Provisional Appointment)

SALARY: \$37,956 - \$48,616 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This position in the Department of Finance is responsible for the overall management activities of internally conducted audits and projects. The employee reports directly to, and works under the general supervision of, a higher level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including successful completion of at least twenty-four (24) semester college credits in accounting or finance courses***; OR,
- (B) Fours (4) years of paid full-time or its part-time equivalent experience in accounting, auditing, or as a full-charge bookkeeper (including double-entry bookkeeping); OR,
- (C) Possession of a current Certified Public Accountant (CPA) license or Certified Internal Auditor (CIA) designation; OR,
- (D) An equivalent combination of education and experience as described by the limits of (A), (B) and (C) above.

***candidates qualifying under Section (A) above must submit either an official college transcript or student copy of a college transcript that illustrates succession completion of the required coursework, with their applications.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT: Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

*removal of auditing clerk as qualifying experience.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: March 5, 2010

**The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer