



# 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 Manager (\*Provisional Appointment)

**SALARY:** \$55,520 - \$76,147 annually

**LOCATION:** Monroe County Department of Finance

### JOB SUMMARY:

This position is responsible for managing the internal audit function of the Monroe County Department of Finance including the development and implementation of the County's rolling internal audit plan, risk assessment, and managing contracted staff. The employee reports directly to, and works under the general supervision of, the Director of Finance and Chief Financial Officer. General supervision is exercised over subordinate professional staff. 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 Master's degree, plus one (1) year paid full time or its part time equivalent professional\* level experience in accounting or auditing, or finance (such as financial analysis, corporate or public finance, or commercial banking); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of paid full-time or its part-time equivalent professional level\* experience as defined in (A) above; 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 defined by the limits of (A), (B) and (C) above.

\*For the purposes of these minimum qualifications, professional experience does not include bookkeeping, account keeping, financial record keeping or similar activities.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid New York State license to operator a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position. 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.

**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>

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