



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** INTERNAL AUDIT AND CONTROL MANAGER (Provisional\* Appointment)

**SALARY:** \$58,330 - \$75,222 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. Duties include setting priorities, guidelines and developing procedures and practices as related to the internal auditing function. The employee reports directly to, and works under the general supervision of the Director of Financial Services or other higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in Accounting, PLUS two (2) years paid full-time or its part-time equivalent professional\*\* accounting and/or auditing experience in one or more of the following areas:

As an Accountant/Auditor with responsibility for a full range of professional activities involved in the review, analysis, and management of accounting systems, resulting in the rendering of opinions or recommendations on financial statements in accordance with generally accepted accounting principles; OR,

As an Internal Accountant/Auditor with responsibility for conducting a full range of operational or financial accounting/auditing activities for an entity; OR,

As an Accountant with ongoing responsibilities for the design, implementation, and review of accounting systems; OR,

As a professional staff member of a private accounting/auditing practice with broad experience in conducting financial compliance, economy and efficiency, or program results audits; OR,

As a field auditor with a federal, state, or municipal agency, with responsibility for conducting comprehensive audits of government agencies in accordance with generally accepted government audit standards to determine the compliance with laws, rules, and regulations.

\*\*For the purposes of these minimum qualifications experience such as teaching courses, bookkeeping, maintaining payroll records, accounts payable, accounts receivable, or preparing tax returns is NOT considered professional accounting/auditing experience.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

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

**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.

<b>Send Civil Service Application to:</b>	Monroe County Department of Human Resources 39 West Main Street Rochester, NY 14614
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**Posting Date:** October 10, 2013

**Posting Deadline:** October 20, 2013

\*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) candidates on the examination list in order to be eligible for permanent employment.