

## **ASSISTANT AUDITOR GENERAL - RCSD**

Code No. 4-02-047  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This management level auditing position, located at the Rochester City School District, is responsible for providing professional assistance to the Auditor General by evaluating and documenting processes, recommending improvements, executing directives from the Auditor General - RCSD, and facilitating closure to assigned projects. Ensures compliance to standards, procedures, and controls by conducting internal audits and assessing and documenting operating processes and personnel in terms of controls, value, risk and effectiveness. Conducts technology audits and serves as technology expert for specialized audit software and Board of Education projects. The employee reports directly to, and works under the general supervision of an Auditor General-RCSD or other higher-level staff member and exercises a high level of independent judgment and autonomy while acting on behalf of the Auditor General - RCSD. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans assigned audits with consideration of the latest regulations, including contracts and frameworks;

Assesses and documents operation processes and personnel, identifies and tests key controls of automated and manual activities, and concludes effectiveness of area under review;

Provides Auditor General with information regarding regulatory issues, approvals, business workflows, security, claims, benefits, time management, human capital processes and procurement activities and works on special projects;

Utilizes technology to extract data, apply statistical concepts to financial and operational data for assessments of skewness, completeness, bias and integrity;

Functions as the technology expert on behalf of the Office of the Auditor General – RCSD and the Board of Education.

Conducts investigations; defines specific problems and approaches for focused evaluations; utilizes computer systems to evaluate data and make observations to substantiate or refute proposed objectives; documents assumptions, procedures and analysis performed and draws supported conclusions; presents work to Auditor General;

Documents whistleblower complaints and makes initial assessments regarding reasonableness, materiality, and significance; gathers information to confirm or dispute allegations; presents findings and collaborate with Auditor General in complaint resolution and final reporting;

Conducts audit follow-up by documenting processes and collecting information via interviews and data analysis;

Facilitates changes required based on audit recommendations by working with operating management;

Evaluates program logic and testing in relation to program effectiveness to evaluate program effectiveness;

Conducts periodic follow-up on status and work performed by operating departments and communicates status to the Auditor General; collects evidence in support of desired outcome;

Supports audit committee by presenting review of documents, posting final documents to websites, drafting minutes, and following-up on action items.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of agency operations; thorough knowledge of the objectives, goals and priorities of an agency as related to internal audit activities; thorough knowledge of the principles and practices of generally accepted auditing standards and related New York State laws; thorough knowledge of internal computer systems and software; good knowledge of management principles and practices ability to evaluate internal controls; ability to

evaluate controls over information technology systems; ability to project cost savings; ability to evaluate operating budgets; analytical ability; organizational ability; ability to assess and evaluate program performance against goals and objectives and develop and implement solutions to correct deficiencies; ability to develop audit programs and determine the scope and techniques of audits; ability to develop written reports; ability to conduct entrance and exit conferences with administrators; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting or Finance plus seven (7) years paid full-time or its part-time equivalent experience in internal or external operating, financial or technological auditing activities for an entity.-

**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.

Monroe County Civil Service Commission

**ADOPTED:** November 8, 2018