



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

COUNTY AUDITOR

Saratoga County Auditor's Department

Salary: **\$86,815 Grade 17** (max \$112,693 based on years of service with Saratoga County)
****Plus excellent benefits, compensation plan & NYS Retirement System Enrollment****

This is an administrative level position involving management and oversight of the Auditing Department. Work involves auditing all Saratoga County claims and demands, which are made County charges by law and would otherwise be audited by the County Board of Supervisors. Work is performed under general supervision of the Board of Supervisors, through the County Administrator, with wide leeway for exercise of independent judgment in carrying out auditing duties in accordance with the guidelines set by the State Comptroller opinions and the Board of Supervisors. Pursuant to Section 600 of County Law, appointment to the position is made directly by the Board of Supervisors for a two-year term coinciding with the term of the Board. Performs related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Management and oversight of entire Department staff, policy and procedure.
- Administers the County budget as approved by the Board of Supervisors.
- Audits all County claims and demands ensuring proper fund classification and application; determines legality of all claims and bid purchases.
- Establishes internal controls and metrics.
- Establishes and oversees the accurate classification of complex financial receipts and expenditures ensuring budgetary limits are not exceeded.
- Analyzes and compiles large amounts of financial data, preparing accurate financial and statistical reports as needed.
- Reviews and maintains contracts, bids and PO's ensuring proper authorization and compliance.
- Forecasts financial data for budgetary formulation purposes.
- Audits and maintains the records and accounts of the various county departments ensuring budgetary goals and limits are met.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Preferred Qualifications:

- 1) Licensed by NYS as a Certified Public Accountant; **OR**
- 2) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting, Finance, or Business Administration, AND three (3) years of experience in auditing and/or municipal budgeting; **OR**
- 3) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Finance, or Business Administration AND six (6) years of experience in auditing and/or municipal budgeting.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Qualified candidates may apply via the link provided

Applications will continue to be accepted thru April 26, 2024 or until vacancy has been filled

Application is required. Hard copies are available for manual filing in the Human Resources Office at 40 McMaster Street, Ballston Spa, NY 12020, or may be downloaded from our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. No Fax Submissions. If mailing your application, please deliver to Human Resources at the address above.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

