



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Auditor

Job Title: ASSOCIATE INTERNAL AUDITOR

Salary Range: \$50,207 - \$59,946* (*Based on years of service employed in specified title with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Competitive (**Exam Required**)

Job Description

This position is responsible for the review and auditing of the County expenditure vouchers and analysis of County service contracts for accuracy and budgetary compliance. Review and verification of accounts and records against established budgetary limits. Maintenance of highly detailed financial accounts and records. General supervision is received from a higher-ranking clerical or administrative employee with some leeway allowed in completing established policy and procedure. Detailed instructions are given for new or difficult assignments. Position utilizes a personal computer and related software for the performance of daily work-related tasks. Does related work as required.

Minimum Qualifications

- A)** Possession of a Bachelor's Degree in Accounting, Business Administration, Financial Management, or closely related field, with at least two (2) years of experience in the review and maintenance of financial accounts and records on a personal computer; **OR**
- B)** Possession of an Associate's Degree in Accounting, Business Administration, Financial Management, or closely related field; and at least 4 (four) years of experience in the review and maintenance of financial accounts and records on a personal computer; **OR**
- C)** Graduation from High School or possession of valid active high school equivalency diploma and at least 6 (six) years of experience in the review and maintenance of financial accounts and records on a personal computer.

NOTE: Preference may be given to those with experience in the review and maintenance of municipal government financial accounts

Typical Work Activities (*Illustrative)

- Analyzes all expense vouchers for accuracy and compliance with County policies. Procedures and contracts;
- Maintains records of all contracts, bids and purchase orders for authorized expenditures and all expenses levied against such documents;
- Assists in verifying and reconciling account balances to ensure expenditure do not exceed budgetary limits;



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- Helps to review and check routine accounting records and reports for mathematics and clerical accuracy, completeness and proper extensions;
- Verifies the classification of expenditures according to a prescribed object code;
- Compiles data for and assists in the preparation of simple financial and statistical reports;
- Sorts, indexes and files vouchers, venter address requests, contracts, purchase orders and other materials;
- Operates a computer, calculator and other office machines;
- Performs related work as necessary.

**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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement membership and competitive Compensation Plan
- This position is being filled on a **provisional** basis pending the results of a Civil Service exam to be scheduled at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer is removed.

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 your 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.