

MANAGER OF AUDIT AND FINANCIAL PROJECTS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for carrying out the internal auditing function of the county according to professional auditing standards of the accounting profession. The position is in the Department of Finance, under the general supervision of the Director of Finance. The incumbent is expected to perform professional level financial and auditing duties with considerable leeway for the exercise of independent judgment. Supervision of others is a responsibility of this class as well as working closely with department heads and the respective Committees of the Board of Supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and approves, on behalf of the Board of Supervisors, all vendor claims, approved by department heads and division managers, which are made against the county for payment, and insures prompt payment of those claims. Approval is in compliance with New York State and Federal laws and regulations, Opinions of the State Comptroller, adopted county policies, and with much independent judgment determining the prudent use of county funds;

Examines and audits the fiscal, cash, and internal control and operational records of other county departments; conducts program reviews of other county departments; issues audit reports of those examinations for review by the Director of Finance, County Administrator and Board of Supervisors and works with department heads to correct possible deficiencies and implement fiscal efficiencies. This activity will involve regular meetings with department heads, County Administrator, and Board of Supervisors Committees;

Reviews and interprets vendor and construction contracts to ensure that payments are in accordance with original agreements. Responsible for notifying departments and delaying payments when payment requests are not in accordance with contract provisions;

Accumulates financial information and statistics from county departments for preparation of the comprehensive annual county indirect cost allocation reports;

Meets with department heads to explain and verify the accuracy of the final county indirect cost allocation, and the amounts charged, and justifies those allocations to the state and federal government auditing agencies;

Recommends and implements changes to county financial policies and the financial operations of other county departments;

Ensures the correction of deficiencies noted in reports of examination prepared by external auditors;

Responsible for the issuance of 1099 forms to county vendors, and ensures compliance with new and existing IRS regulations;

Works closely with the Information Services Department to ensure that necessary changes to the county payment system are implemented.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of municipal financing; thorough knowledge of the principles, practices and procedures of fund accounting; thorough knowledge of the professional practices and procedures used in auditing accounts and records, and cost accounting; good knowledge of contemporary computer software including worksheets; good knowledge of laws and rules governing municipal purchasing; good knowledge of procedures and requirements for submission of State or Federal Aid claims; skill in performing auditing duties; skill in the processing and paying of vendor claims forms; excellent ability to present ideas clearly and effectively, both orally and in writing; ability to prepare, review and maintain complete and accurate financial and auditing records and reports; ability to review and analyze county departmental financial operations; able to supervise the work of others; ability to anticipate and plan work schedules and projects from inception to completion; good judgment; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, finance, business administration, or other directly related field specifically structured to prepare individuals for work in the accounting field AND five (5) years of full-time paid professional finance experience, or its part-time equivalent, account and auditing experience, two (2) years of which must have been in a supervisory or managerial capacity.

SUBSTITUTION: Additional education as specified above beyond a Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one year of experience, up to a maximum of two years total.

NOTE: Possession of a CPA, CIA, CFE, or CMA Certification may substitute for two (2) years of the required five years' experience.

APPROVED: April 22, 1996

REVISED: 3/21/16; 1/12/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

CPA = Certified Public Accountant

CFE = Certified Fraud Examiner

CMA = Certified Managerial Accountant

CIA = Certified Internal Auditor