

**COUNTY OF ERIE  
NOTICE OF VACANCY**

**DEPARTMENT:** County Comptroller's Office  
**LOCATION:** 95 Franklin Street, Buffalo, N.Y. 14202  
**TITLE OF POSITION:** Staff Auditor\* (Temporary/Provisional appointment)  
**JOB GROUP & SALARY SCALE:** 11 - (\$43,564 - \$57,165)

*\*Please note an appointment made will be temporary due to an encumbrance on the position followed by provisional status pending a civil service competitive examination for permanent appointment.*

Typical Work Activities:

Performs audit assignments according to established timelines and available resources;  
Prepares work papers and schedules, documenting audit results;  
Collects, analyzes, interprets, summarizes and renders conclusions in audit segments assigned;  
Drafts, reviews, and evaluates work papers and audit reports in process for completeness, accuracy and sufficiency of data supporting audit conclusions;  
Reviews complex financial transactions and reports for compliance with Generally Accepted Accounting Principles and applicable laws and regulations;  
Prepares financial statements reflecting financial condition of auditee;  
Participates in formal training courses/sessions to increase professional knowledge and skills;  
Uses independent judgment to more efficiently and effectively accomplish audit objectives;  
Pursues material discrepancies disclosed in audit findings.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or related field including or supplemented by 24 semester credit hours in Accounting and four (4) years of accounting and/or auditing experience, at least two (2) years of which were specifically in auditing; or:
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in Accounting and five (5) years of accounting and/or auditing experience, at least two (2) years of which were specifically in auditing; or:
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE 1: Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's Degree in Business or Public Administration, Accounting, Finance, Economics, or other closely related field may be substituted for one (1) year of the required general accounting\* or auditing\*\* experience, but may not be substituted for the required two years of auditing experience.

\**ACCOUNTING:* Recording, classifying, verifying, reporting and analysis of financial data.

\*\**AUDITING:* Confirming and documenting the veracity of data.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Please reply in writing to Erie County Comptroller's Office, ATTN: Bryan Fiume, 95 Franklin Street, 11<sup>th</sup> Floor, Buffalo NY 14202 or Email [Bryan.Fiume@erie.gov](mailto:Bryan.Fiume@erie.gov)

Closing Date: April 22, 2015