



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **INTERNAL AUDIT AND CONTROL COORDINATOR**
 (Provisional* Appointment)

SALARY: \$58,543 - \$80,512 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This position is responsible for conducting independent financial, operational, and compliance audits and providing analysis and recommendations to Monroe County government administration. Responsibilities also involve reviewing the adequacy and effectiveness of Monroe County's systems of internal accounting and operating controls and ensuring compliance with policies, plans, procedures, laws and regulations that could have impact on operations. The employee reports directly to, and works under the general supervision of, the Internal Audit and Control Manager or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Business Administration or an accounting, auditing or finance field, plus one (1) year paid full-time or its part-time equivalent professional** experience in accounting or auditing, OR;
- (B) Graduation with a Master's degree in one of the fields mentioned in (A) above, OR;
- (C) Possession of a valid Certified Internal Auditor (CIA) designation*** or New York State Certified Public Accountant (CPA) license or; OR,
- (D) An equivalent combination of education and experience as described by the limits of (A), (B) and (C) above.

**professional experience, for the purpose of these minimum qualifications, does not include bookkeeping, account keeping, financial record keeping or similar experience.

***submit copy of CIA certificate with application.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

SPECIAL REQUIREMENTS (continued):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 29, 2024

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.