

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : AUDITOR**  
**Code: 040140 CHA**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Audits school district financial transactions using professional auditing procedures; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties involve independent performance of responsible financial auditing functions and may include the supervision of clerical personnel.

**TYPICAL DUTIES**

1. Conducts periodic audits of district accounts.
2. Examines and verifies receipts and disbursements for compliance with laws and regulations.
3. Ensures that disbursements are in accordance with authorized purchase orders and verified delivery of materials and are paid on time to take full vendor discount.
4. Coordinates auditing functions for all funds in district and provides information to independent auditors.
5. Observes the operation of internal controls and accounting procedures and makes recommendations for changes and improvements.
6. Prepares reports and correspondence relating to auditing activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of accounting and auditing principles, methods and practices.
2. Knowledge of office procedures and standard office equipment.
3. Ability to apply prescribed departmental procedures and practices to financial audits.
4. Ability to analyze and interpret accounting data.
5. Ability to prepare comprehensive reports.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university

with either,

A. Major course work in accounting  
or

B. Completion of at least 24 credits in accounting  
and

One year of satisfactory experience in auditing financial records in a business organization or school district.

[Go Back](#)