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Job Specification 00846

AUDITOR

DEFINITION

Under direction, performs the routine work involved in auditing and keeping extensive financial records and reports; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Makes routine investigations, examinations, and audits of books and financial records and prepares reports thereof.

Makes inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.

May assign and supervise the work of clerical employees.

Audits and records expense invoices and prepares, audits, and edits reports of costs and other financial summaries and statements.

Compiles financial and other statements and reports using basic data.

Makes periodic reviews of financial transactions and supplements these by field visits to verify accounting and fiscal practices.

Prepares detailed reports of audits containing findings, conclusions, and recommendations.

Maintains essential auditing records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a

Bachelor's degree with twenty-one (21) semester hour credits in accounting.

NOTE: Applicants who have satisfactorily completed twenty-one (21) semester hour credits of professional accounting courses at an accredited college or university may substitute work experience involving the examination and analysis of the accounting records of an organization and the preparation of reports concerning its financial status and operating procedures for the remainder of the above educational requirement on a year-for-year basis.

OR

Possession of a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above educational requirement.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of principles, methods, and procedures used in modern accounting and auditing.

Knowledge of the common types of records and procedures used in keeping accounts of financial transactions and of modern accounting methods, techniques, and machines.

Knowledge of discrepancies in financial records which are significant and of methods used in discovering and correcting errors in financial documents and records.

Ability to analyze accounting and auditing problems.

Ability to organize assigned auditing work and develop effective work methods.

Ability to see that prescribed auditing and accounting procedures are followed in assigned auditing work and report preparation.

Ability to provide technical advice and assistance to those charged with the keeping of financial records.

Ability to apply established auditing and accounting methods and procedures.

Ability to take and maintain a firm and correct stand when differences of opinion, interpretation, and fact arise.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-00846 CAH 1/6/97

This job specification is for local government use only.
