



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Internal Audit and Control Manager (*Provisional Appointment)

SALARY: \$46,169 - \$59,405 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This position is responsible for managing the internal audit function of the Monroe County Department of Finance including the development and implementation of the County's rolling internal audit plan, risk assessment, and managing contracted staff. The employee reports directly to and works under the general supervision of the Director of Finance. General supervision is exercised over subordinate professional staff.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business or Public Administration, Economics or Finance.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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

Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: May 30, 2008

*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) on the examination list in order to be eligible for permanent appointment.