

INTERNAL CONTROL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional accounting position which works under the conditions of independence in appearance and fact, located at the Upper Mohawk Valley Regional Water Board. The Analyst is responsible for developing, implementing, and managing a system of operating controls. Once developed, the Analyst will oversee the implementation of policies and procedures to ensure operating controls are followed. The Analyst will review business functions, document procedures, and provide recommendations to Management and The Board of Directors. The Analyst works under the general direction of a higher level staff person. Supervision over others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs operational reviews on business units using established standards of operational and internal controls;
Prepares internal control questionnaires and work programs to use as a working tool for analyzing business units;
Performs financial and compliance reviews through cost-benefit analysis;
Identifies and evaluates alternative program strategies and selects the most practical and effective solutions;
Develops costs estimates;
Prepares reports that include establishing the scope, findings, and recommendations of business procedures reviewed or other reports as requested;
Prepares financial, administrative and operational manuals to include employee manual, department policies and procedures, and performance evaluation documents for department heads;
Monitors and field tests existing policies and procedures of departments and business units to ensure written policies and procedures are being followed;
Updates operational handbooks and department manuals to reflect revision to policies;
Prepares and provides staff training materials and classes to employees as an aid for implementing policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of generally accepted accounting principles (GAAP); comprehensive knowledge of generally accepted auditing standards (GAAS); thorough knowledge of the principals of internal controls; thorough knowledge of audit theory practices and techniques; good knowledge of information systems as they apply to the analysis and evaluation of business operations, management decision-making, accounting, and data application; good knowledge of micro-computers and application of software in this field; ability to analyze and organize complex data and prepare records and reports; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to motivate employees; integrity and good judgment in solving complex problems.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master Degree in Business Administration, Accounting, Finance, or a closely related field **AND** three (3) years experience in financial analysis and/or performing audit functions; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, or a closely related field **AND** five (5) years experience in financial analysis and/or performing audit functions.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

NOTE: Certified Public Accountant (CPA) license may be substituted for two (2) years experience listed in (B) above. License must be submitted with application.