

DUTIES STATEMENT

EXEMPT CLASS

DEPARTMENT OF FINANCE

EXAMINER OF ACCOUNTS (FINANCE)

Under the direction of the Assistant Commissioner, the Examiner of Accounts performs highly confidential investigations, examinations and surveys. Oversees and develops qualitative and quantitative work and performance metrics to test the accuracy and consistency of the application of guidelines and policies. Coordinates special projects and related work at the direction of the Commissioner. Identifies data inconsistencies for investigation and correction. Reviews operations data, business practices and procedures. Prepares confidential reports and makes recommendations. Performs research and conducts data and operational analyses related to the assigned division/unit. Performs related work.