



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY
AUDITOR TRAINEE
Grade 13
Orange County Department of Finance

Applications are now being accepted by the Orange County Department of Finance to fill the position of Auditor Trainee. The trainee level is used to recruit into the auditing field, individuals who demonstrate an interest in becoming an auditor. The incumbent will receive training regarding auditing the revenues and accounts of specific departments, programs or projects within the County and the preparation of special financial reports and audits. Work is performed under the general supervision of an administrator having direction and control over the specific department or program. Trainee appointments are for a period of six (6) months up to one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Auditor without further examination. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Accounting or Business Administration; OR
- (B) Completion of sixty (60) college semester credit hours, eighteen (18) of which are in Accounting, and two (2) years of accounting and auditing experience; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of accounting and auditing experience; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Ability to fulfill the travel requirements of field assignments.

Starting Salary: Grade 13: \$34.9952/hour; \$72,790.02 annually (40-hour work week);
County Employees - As per CSEA contract for Grade 13

NOTE: Upon successful completion of a one-year traineeship as Auditor Trainee, Grade 13, incumbent advances to title of Auditor, Grade 14.

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

SEND APPLICATIONS and THREE (3) REFERENCES, by July 22, 2026, TO:
COMMISSIONER'S OFFICE

ORANGE COUNTY DEPARTMENT OF FINANCE
255 MAIN STREET
GOSHEN, NEW YORK 10924
ATTN: Tiffany Finch

Or via email: TFinch@orangecountygov.com

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list

Employment applications can be downloaded from Orange County's website.
Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

An Equal Opportunity Employer

Date of Issue: 7/8/2026 Position 24752