

INTERNAL AUDITOR

CODES/PAY RANGE

Class Code: 1034 EEO Code: A FLSA: E Pay Range: D

MAJOR FUNCTION

Highly responsible professional and administrative work in the area of operational and financial auditing in the County government.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Conducts operational and financial audits and special studies to develop observations and make recommendations which result in more efficient operations, more effective programs, significant cost savings, increased revenues and/or stricter compliance with laws, regulations, policies and procedures.

Reviews division or program activities to evaluate the efficiency of processes and, if appropriate, to recommend changes which will result in a more efficient operation.

Reviews programs to determine whether they are accomplishing goals in a cost effective manner and complying with laws, regulations, policies and procedures.

Performs financial audits of entities, such as vendors, which pay the County a percentage of their revenues.

Reviews categories of expenditures to identify any errors, waste, misuse, or abuse of County funds.

Prepares written and oral reports for division and program managers, County Manager and County Council.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of generally accepted auditing standards Government Auditing Standards, generally accepted accounting principles and good management practices.

(Internal Auditor continued)

Ability to assess and analyze a wide range of programs and operations. Ability to use personal computers and mainframe terminals. Ability to prepare written audit reports with specific recommendations and to make oral presentations. Ability to supervise staff of professional and clerical personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Management, Public Administration, or related field, and five (5) years of progressively responsible work in the area of operational auditing, accounting, or management systems analysis. A CPA is desirable.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical materials, legal documents, financial reports, abstracts. Ability to write reports, summaries, memos, financial reports, and letters. Ability to speak in public and extemporaneously; conversant in theory and practices of discipline. Ability to perform advanced mathematical functions including statistical analysis, economics, algebra, linear equations, etc. Ability to analyze data and develop conclusions and resolutions.

Revised 10/97
Replaces 10/94