

SENIOR INTERNAL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level internal auditor position in the department of Audit & Control and has responsibility for performing and overseeing financial audits and assesses compliance with applicable standards and guidelines, sufficiency of internal controls, in a timely manner. The incumbent has responsibility for carrying out the duties and responsibilities of the Comptroller in his/her absence. Work is performed under the general supervision of the Comptroller with considerable leeway allowed for the exercise of independent judgment. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and assists in planning and scheduling audits based on assessment of risks;
Audits financial records and accounts of County departmental units for accuracy, compliance with governmental laws and regulations, and adequacy of controls;
Analyzes accounting and bookkeeping systems and makes recommendations for changes to improve the accuracy and efficiency of the strategies and systems;
Audits financial records of grant recipients for which the County or local government is the prime sponsor;
Prepares, compiles, and maintains data for financial and statistical reports;
Prepares reports of audit findings and makes recommendations for review and approval by the Comptroller;
Conducts risk assessments to recommend aversion measures and cost savings;
Prepares and reviews annual audit memorandums;
Researches applicable federal, state, and local laws and regulations to ensure compliance;
Assists the Comptroller in preparations of the department's annual operating budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, standards, practices, and terminology of general and governmental accounting;
Thorough knowledge of financial administration including budgeting and reporting;

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Good knowledge of terminology and language used in governmental accounting;
Ability to communicate effectively both orally and in writing;
Ability to establish effective working relationships with others;
Ability to analyze and organize complex data and prepare records and reports;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to understand and interpret complex oral and written instructions;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to work with large amounts of complex financial data;
Ability to multi-task;
Integrity;
Confidentiality.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree in accounting and three years of accounting or auditing experience; OR
- B) Possession of a Bachelor's Degree in financial management, business administration or a closely related field that includes or is supplemented by 24 semester credit hours in accounting and four years of accounting or auditing experience;
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Your degree must have been awarded 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 was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency.

Accounting - is the art of recording, classifying, verifying, and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among

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alternate courses of action. It includes the preparation of financial statements and schedules.

Auditing - the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.