

**INTERNAL AUDITOR**

DEFINITION

To plan, coordinate and conduct financial, compliance and performance audits of county departments, programs, special districts and trust funds. Consults with county management, board members and staff to identify solutions to internal control, accounting and reporting problems as they arise.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the Department of Finance. The incumbent is responsible for the conduct of independent audits of County departments, special districts and trust funds.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Finance.

EXAMPLES OF DUTIES Duties may include, but are not limited to, the following:

Plans, coordinates and conducts financial, compliance and performance audits of county departments, programs, special districts and trust funds.

Reviews department and/or program accounting procedures and policies.

Consults with department heads and staff to determine solutions to problem areas in accounting, compliance and/or operations.

Researches and identifies areas of potential non-compliance with federal, state and local codes in County accounting, administration and reporting activities.

Provides technical direction and advice to other departmental staff as appropriate.

Participates in Audit Committee and other department and county meetings as appropriate.

Oversees preparation of financial statements, notes, and the compilation of data for the county's annual audit.

Establishes audit work schedules and provides frequent status reports; prepares and submits other required reports and correspondence.

Receives and responds to inquiries from other departments and personnel.

Performs related work as assigned.

Internal Auditor  
Rev.- 02/12/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08  
Rev.- 07/13/08

Res. #2006- 6  
Res. #2006- 93  
Res. #2006- 93  
Res. #2007- 03  
Res. #2007- 03

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, rules and regulations.

Advanced principles, practices and theories of accounting.

Principles, practices, methods and techniques of financial auditing.

Advanced principles and theories of internal control.

Methods and practices of audit report writing and presentation.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Plan and conduct comprehensive financial, operational and data processing audits.

Analyze fiscal and finance records.

Perform accounting and mathematical calculations with speed and accuracy.

Prepare required reports accurately and in a timely manner.

Communicate clearly and concisely, both orally and in writing.

Gain cooperation through discussion and persuasion.

Make sound, educated decisions and work independently with limited direct supervision.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional auditing and accounting experience.

Training:

Bachelor's degree from an accredited college or university with major course work in accounting or related field. California C.P.A. certificate is highly desirable.

Classification Code:	3036345
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	451