

ASSISTANT COUNTY AUDITOR

NATURE AND VARIETY OF WORK

This is advanced supervisory and administrative and technical work performed in conjunction with the County's comprehensive audit program. An incumbent, under the general supervision of the County Auditor, is responsible for providing management level assistance in planning, developing, and directing the activities of the office in one of more of the following areas: performance audits, financial audits, and automated data systems. The work performed is creative to a significant degree with latitude for independent judgment exercised in accordance with applicable County and State laws and ordinances and office policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises, plans, schedules, and coordinates work assignments for the entire office operation or within one of the functional areas (performance audits, financial audits, financial data systems) in accordance with applicable laws, ordinances, policies and procedures under the general direction of the County Auditor.

Functions in the absence of the County Auditor.

Assists the County Auditor in the development of strategies designed to meet short and long range goals and objectives.

Assists the County Auditor in the development of office policies and procedures.

Exercises technical oversight when reviewing ongoing and completed work products for adherence to established laws, policies and procedures.

Meets with County officials, department heads, work groups, and subordinate staff to discuss work programs, schedules, and audit work products.

Conducts research and prepares reports on subordinate level staff.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of laws and ordinances in areas being audited.

Knowledge of accounting and auditing principles and their application to governmental accounting systems.

Workable knowledge of electronic data processing (EDP) as it pertains to auditing.

Skill in applying audit techniques in order to collect audit evidence.

Ability to establish and maintain effective working relationships with officials and deal tactfully with controversial public relation problems.

Ability to supervise work assignments of subordinate Auditors.

Ability to determine violations and non-compliance, to detect and explain significant account irregularities, and to recommend effective corrective measures.

Ability to perform audit work assignments independently.

Ability to analyze and interpret accounting data and reports.

MINIMUM QUALIFICATIONS

Master's Degree in accounting/business/public administration or a closely related field, plus experience of the duration, level of complexity, diversity and responsibility to be determined at the time of announcement which has provided the applicant with the necessary knowledges, skills and abilities to function at the Assistant County Auditor level.

DESIRABLE QUALIFICATION

CIA and/or CPA

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