

ASSOCIATE COUNTY AUDITOR

NATURE AND VARIETY OF WORK

This is management level 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 and activities of the office in performance audits, financial audits, and other related functions. The work performed requires creativity with a significant degree of latitude for independent judgment exercised in accordance with applicable County and State laws and ordinances and office policies and procedures. Work performance is evaluated in terms of reports, meetings and the attainment of goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Manages, plans, schedules, and coordinates work assignments for the entire office operation (performance audits, financial audits, and related functions) 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.

Conducts research and prepares reports on subordinate level staff activities.

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

Extensive knowledge of laws and ordinances in areas being audited.

Thorough knowledge of accounting and auditing principles and their application to governmental accounting systems.

Thorough knowledge of management principles and techniques.

Thorough 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 to deal tactfully with controversial public relations problems.

Ability to supervise work assignments of subordinate professional administrative, and technical employees.

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

Ability to conduct research and report findings.

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 of three (3) years to be determine at the time of announcement which has provided the applicant with the necessary knowledges, skills and abilities to function at the Associate County Auditor level.

DESIRABLE QUALIFICATION

CIA and/or CPA