

AUDITOR I

NATURE AND VARIETY OF WORK

This is entry level professional audit and investigative work in the areas of financial, performance auditing and budget review. Incumbents perform routine and less complex auditing assignments in assigned functional areas. Work is performed under the close supervision of a senior Auditor and assignments are reviewed for accuracy, completeness and adherence to generally accepted auditing principles, techniques and procedures.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in the performance of routine audits and other investigative procedures as delegated by supervisor, to determine soundness, adequacy or application.

Assists experienced staff members in account analysis and preparation of working papers which document the evidence collected and examined during the course of the audit (financial/performance).

Ascertain extent of compliance with established policies.

Assists in budget analysis and review and in the preparation of memoranda and reports.

Applies on-the-job training from supervisor in learning basic auditing procedures, the application of auditing techniques and acquisition of skills in selecting, and organizing evidence necessary to draw inferences and conclusions.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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

Basic knowledge of accounting and auditing principles and standards and their application to governmental entities.

Ability to prepare concise reports and audit statements.

Ability to analyze and interpret financial data and reports.

Ability to establish and maintain effective work relationships.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting/Business/Public Administration or a closely related field, including at least eighteen (18) semester hours in Auditing and/or Accounting; or an equivalent combination of education and experience.

REVISED: 9/85

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