

AUDITOR II

NATURE AND VARIETY OF WORK

This is full performance level professional audit and investigative work at the journey level in the areas of performance, financial auditing and budget review. Incumbents perform the full range of auditing assignments within assigned functional areas. Work is performed under the general supervision of a senior Auditor and assignments are reviewed for accuracy, completeness and adherence to generally accepted auditing principles, techniques and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts audit and other investigative procedures as delegated by supervisor, to ensure validity, authenticity and legality of actions, and/or expenditures.

Executes account analysis and prepares working papers which document the evidence collected and examined during the course of the audit.

Prepares report of findings (financial/performance).

Assists in budget analysis and review and prepares memoranda and reports under direction of supervisor.

Evaluates agency internal control systems and procedures.

Makes recommendations concerning the modification or establishment of methods of internal controls.

Participates in meetings with management to discuss recommendations made concerning financial/performance reviews.

Applies on-the-job training from supervisors in mastering the application of basic audit techniques to progressively more complicated situations and in developing power of reasoning.

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

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

General knowledge of operations of the various agencies of the County government.

Ability to executive audit program steps with minimal supervision.

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, plus one (1) year of professional experience in auditing and/or accounting; or an equivalent combination of education and experience.

REVISED: 9/85

REVISED: 10/88