

AUDITOR III

NATURE AND VARIETY OF WORK

This is senior level lead professional audit and investigation work in the areas of performance, financial auditing and budget review. Incumbents perform complex auditing assignments in 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)

Performs complex audit assignments in assigned functional areas.

Prepares and assists in the preparation of audit reports.

Appraises and reports on the reliability of data.

Leads and coordinates subordinates.

Designs and prepares working papers which document the evidence collected and examined during the course of the audit.

Participates in conferences and hearings and makes suggestions regarding audit findings and recommendations.

Reviews and analyzes budget proposals.

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

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

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

Ability to recognize problems and unusual situations which may be indicators of irregularities.

Ability to lead and/or coordinate subordinate staff.

Ability to analyze and interpret financial data and reports.

Ability to establish and maintain effective work relationships with staff personnel of various County agencies.

Ability to deal tactfully with highly sensitive problems.

Ability to executive audit program steps.

MINIMUM QUALIFICATIONS

Bachelor's Degree in accounting/business/public administration or a closely related field, plus two (2) years of professional experience in auditing and/or accounting; or an equivalent combination of education and experience.

DESIRABLE QUALIFICATIONS

CIA and/or CPA

REVISED: 9/85

REVISED: 10/88