

AUDITOR V

NATURE AND VARIETY OF WORK

This is work of a managerial nature directing professional staff in the activities of a major functional area (finance/performance) of audit and investigative work. Work at this level is governed by broad policy and procedure and requires a mastery of the principles, techniques, practices and theory as related to the auditing profession. Assignments are given under managerial guidance with general instruction and objectives which are evaluated through conferences and reports. The Audit Manager is responsible for developing or assisting with the development of the annual audit plan, initiating survey work, developing audit guide, assigning, monitoring, reviewing and evaluating the work of subordinate Auditors. Auditors at this level also review policy and procedure and propose amendments to same.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in developing annual audit plan for Division.

Conducts initial survey of audit areas.

Develops initial audit guide.

Plans and organizes work of Division.

Delegates, reviews and evaluates work of subordinates.

Audits for compliance with audit guide (thoroughness, technical accuracy, and adherence to generally accepted audit principles, practices and procedures).

Evaluates divisional policy and procedure and recommends amendments/revisions to same.

Conducts a variety of special projects and/or budget review.

Performs a variety of administrative functions in support of the County Auditor and/or Council Administrator.

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

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

Skill in the application of various audit techniques to the collecting of evidence and in maintaining uniform professional standards of field work.

Ability to supervise subordinate staff.

Ability to analyze and interpret accounting data, systems and reports.

Ability to clearly define to assistants the end objectives of particular audit operations.

MINIMUM QUALIFICATIONS

Master's Degree in accounting/business/public administration or a closely related field, plus four (4) years of professional experience with one (1) year in a supervisory capacity in auditing and/or accounting; or an equivalent combination of education and experience.

DESIRABLE QUALIFICATION

CIA and/or CPA

REVISED: 9/85

REVISED: 10/88