

COUNTY AUDITOR

NATURE AND VARIETY OF WORK

This is advanced professional and administrative work in directing the operation of the Prince George's County Office of Audits and Investigations. Duties of this position are described in the Prince George's County Charter. The County Auditor serves in an exempt status and is appointed by the Council. Work is performed with considerable independence and is reviewed through conferences, reports and observations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, organizes, directs and supervises the overall activities within the Office of Audits and Investigations in order to meet Charter mandates;

Analyzes and evaluates new and existing programs in terms of meeting the County's changing legal and governmental requirements;

Recommends modification or the implementation of new and innovative programs with the end objective of strengthening the county's efficiency and effectiveness;

Ensures the preparation and submission to the Council and to the County Executive a complete financial audit for the preceding fiscal year of all agencies that receive or disburse County funds;

Conducts performance audits of any agency which is the recipient of funds appropriated or approved by the Council;

Publishes audit results and make available to the public;

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 their application to governmental activities.

Ability to supervise professional, para-professional technical staff.

Ability to establish and maintain effective working relationships with officials.

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 to be determined at the time of announcement which has provided the applicant with the necessary knowledges, skills and abilities to function at the County Auditor level.

DESIRABLE QUALIFICATION

CPA/CIA