



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
invites applications for the position of:

Associate Auditor

SALARY: \$47,476.00 - \$68,519.00 Annually

OPENING DATE: 07/11/17

CLOSING DATE: Continuous

DESCRIPTION:

ASSOCIATE AUDITOR

GENERAL DESCRIPTION OF DUTIES

Under direction the purpose of this position is to assist with providing professional auditing and investigative services for an assigned department of the Clerk & Comptroller. Work involves assisting on audits and investigations to: evaluate the effectiveness efficiency and economy of operating policies procedures and systems; determine compliance with laws and regulations; and investigate instances of fraud waste abuse unethical conduct and mismanagement. Employees in this classification are responsible for documenting and analyzing information evaluating activities and summarizing results in reports. Incumbent will also support the guardianship education monitoring and outreach program including conducting guardianship audits and investigations. Work is performed in accordance with applicable professional standards. Essential functions as outlined herein are performed in accordance with the established productivity standards for the function of assignment. Performs related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assists with conducting audits investigations and other reviews; assists in establishing objectives and work programs; identifies and evaluates key risks; determines adequacy and effectiveness of internal controls and compliance with policies laws regulations and good business practices

Participates in developing audit and investigative procedures and work programs to adequately cover scope

Collects documents analyzes and appraises data and results; concludes on conditions

Assists with investigations and other reviews involving fraud waste abuse ethical misconduct and mismanagement

Identifies areas of weakness or noncompliance; prepares audit findings and recommendations; presents findings and recommendations for corrective action or improvement; and assists in preparing audit reports

Demonstrates ability to apply current audit and investigatory professional standards and management principles to the variety of policies practices and systems found in a large and complex governmental organization and evaluates compliance with requirements

Consults with management and staff to review operations and activities review and resolve problems receive advice and direction and provide recommendations

Travels to all Clerk & Comptroller office locations when required in the performance of position responsibilities

Demonstrates ability to apply computer applications and software

Bachelor's degree in Accounting Business Criminal Justice or related field; supplemented by three (3) years recent and relevant experience in auditing or investigatory work; or an equivalent combination of education training and experience. Professional certification in one or more of the following is preferred: Certified Public Accountant (CPA) Certified Internal Auditor (CIA) Certified Inspector General (CIG) Certified Inspector General Auditor (CIGA) Certified Inspector General Investigator (CIGI) Certified Fraud Examiner (CFE) or Certified Government Auditing Professional (CGAP). Strong analytical, interpersonal, and communication skills are required. Demonstrated excellent written and oral presentation skills, including the ability to communicate sensitive messages to various audiences. Familiarity or exposure to guardianship, probate, or other investigatory work is a plus.

SUPPLEMENTAL INFORMATION:

Note: Vacancy postings may be cancelled at any time based on business needs. Applicants who have applied will be notified of cancellations.

The Clerk & Comptroller's Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the [Veterans' Preference Claim Form](#) and [required documentation](#) prior to the position's posted closing date. Hiring decisions are based on qualified candidates' non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans' preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, FL 33708. If an applicant seeking veterans' preference in employment in the state of Florida is not selected for the position and is so notified, they must file their complaint with the DVA within 60 calendar days from the date the applicant is notified.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://mypalmbeachclerk.com>

Position #2017-00027-External
ASSOCIATE AUDITOR
SM

301 N Olive Avenue, 9th Floor
West Palm Beach, FL 33401

Careers@mypalmbeachclerk.com
