



BROWARD COUNTY
invites applications for the position of:

Staff Auditor (Office of the County Auditor)

SALARY: \$60,000.00 - \$96,000.00 Annually

OPENING DATE: 10/13/17

CLOSING DATE: Continuous

REQUIREMENTS AND PREFERENCES:

The Broward County Office of the County Auditor is seeking qualified candidates for the position of Staff Auditor.

Are you looking to get established in an exciting career where you can really make a difference? How about government auditing? The Office of the County Auditor is seeking dedicated professionals who desire to serve the citizens through helping government to operate efficiently and effectively. We work in a collaborative, team environment in working to solve problems and improve government.



This posting will remain open until a sufficient number of applications are received.

The staff auditor will assist in the conduct of independent objective appraisals of county activities to determine efficiency, effectiveness, and compliance with applicable laws, regulations, procedures, and good management practices in accordance with established audit standards. The audit activities will include financial, compliance, and performance reviews of county divisions and departments and County contractors.

The work involves the supervised application of audit skills in auditing and analyzing records, systems, procedures, and programs. Based upon a review of division and department records, an employee in this class is responsible for performing work specified in the audit program. The work may require research, data collection, data analysis, observations, and interviews. The work requires the preparation of various working papers, findings, and recommendations. The work is performed under the direct supervision of a Supervisor or Audit Senior.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Accounting, Finance or closely related field.

Special Certifications and Licenses (attained or planning to pursue one or more of the following):

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)

Preferences:

- Experience in government auditing
- Experience using electronic workpapers
- Experience with Microsoft Office Products

DUTIES AND RESPONSIBILITIES:**Essential Job Duties:**

- Performs audit procedures on scheduled audit projects in accordance with approved audit programs.
- Performs work specified in audit programs including researching, accumulating, verifying, and analyzing available data; interviewing appropriate personnel; evaluating functional operational techniques; identifying existing or potential problem areas; and preparing evaluations and recommendations for improvements.
- Evaluates internal and administrative controls in relation to cost benefits, effectiveness, and economies of scale.
- Observes, compares, or monitors data and staff behavior to determine compliance with prescribed policies, procedures, and operating standards.
- Assembles and maintains comprehensive internal auditing work papers which accurately and sufficiently document audit tests performed, audit findings, and recommendation.
- Prepares drafts of summary memoranda that accurately describe results of the tests performed, the nature of control weaknesses and exposures, and identify practical recommendations for improvements.
- Requests follow-up status of previous audit findings and verifies the completion of corrective actions and drafts follow-up audit reports detailing findings and recommendations.

Essential Knowledge, Skills & Abilities:**Knowledge of:**

- Generally Accepted Government Auditing Standards (GAGAS).
- Basic financial and operational auditing concepts

Skill in:

- Collecting and analyzing complex data
- Evaluating information
- Drawing logical conclusions
- Assessing the effectiveness of internal controls over key risk areas
- Identifying significant exposures
- Analyzing transactions and management information
- Detecting changes in key risks and/or control effectiveness
- Developing appropriate recommendations to address exposures
- Using analytical software tools, data analysis methods, and other computer applications
- Developing audit programs
- Applying standards
- Using effective written and verbal communication to convey information in a clear, concise manner (Communication)
- Identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)

Ability to:

- Display a high level of self-motivation
- Accurately and reliably recall information
- Work in a team environment as well as individually
- Utilize resources and training to perform reviews
- Research, comprehend and apply Florida Statutes, County Ordinances, and County policies and procedures
- Work on multiple assignments within agreed upon priorities and timelines
- Establish and maintain working relationships with co-workers, county staff and management to achieve common goals (Teamwork)
- Plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- Consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)

- Act in the best interest of the County, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- Maintain confidentiality and protect the privacy of county employees, taxpayers and other members of the public (Privacy and Information Security)
- Apply auditing knowledge to a wide variety of policies, practices, and systems found with county government. (Adaptability)

WORK ENVIRONMENT:**Working hours:**

- A 37.5-hour work week

Travel:

- 5% or less (within Broward County)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the incumbent to primarily perform sedentary office work; however, mobility (standing and walking) is routinely required to carry out some duties. It requires extensive computer, telephone and client/customer contact. It requires the ability to bend, stoop, kneel, and reach as needed for filing and similar routine office duties. The job also requires normal cognitive abilities requiring the ability to learn, recall, and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers. The individual must be able to transport a laptop computer and printer to the various audit locations to conduct the necessary field work. The individual must be able to lift, pull, physically handle, and transport records, documents, boxes, and all related information, weighing up to 30 pounds when required.

SPECIAL INFORMATION:**Americans with Disabilities Act (ADA) Compliance:**

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities:

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

County-wide Employee Responsibilities:

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.broward.org/careers>

Position #1402980
STAFF AUDITOR (OFFICE OF THE COUNTY AUDITOR)
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