



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

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

## **Internal Auditor, Senior**

**SALARY:** \$27.03 - \$42.71 Hourly  
\$56,216.00 - \$88,836.00 Annually

**OPENING DATE:** 07/10/17

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

#### **INTERNAL AUDITOR, SENIOR**

#### **GENERAL DESCRIPTION OF DUTIES**

Under limited supervision the purpose of this position is to provide professional auditing and investigative services. Employees in this classification perform a wide range of projects designed to evaluate the effectiveness efficiency and economy of operating policies procedures and systems. Incumbent determines compliance with laws and regulations and investigates instances of fraud waste abuse unethical conduct and mismanagement. Employees involved in guardianship oversight will support a range of responsibilities that may include guardianship education monitoring outreach and general program administration. Employees determine the scope of projects obtain information and documentation and observe and evaluate activities. Results are formally reported to ensure the continued identification and effective management of risk.

#### **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.

Leads or participates in audits, investigations and other reviews; leads or participates in establishing objectives and work programs; identifies and evaluates key risks; determines adequacy and effectiveness of internal controls, effectiveness and efficiency of activities under review, and compliance with policies, laws, regulations and good business practices

Performs investigations involving fraud, waste, abuse, ethical misconduct and mismanagement

Performs interviews; collects, documents, analyzes, and appraises data and results; concludes on conditions

Identifies areas of weakness or noncompliance; recommends corrective action to improve operations and/or to reduce costs

Prepares comprehensive written audit and investigative reports based on findings and observations

Assists the department in supporting accreditation and certification plans, supporting quality assessment plans, updating procedures manuals, and maintaining records and databases

Consults with management, staff, external auditors, and other officials on matters related to audits and investigations as well as related recommendations

Applies current auditing and investigatory standards and management principles to policies, practices and systems; evaluates compliance with requirements

Travels to all Clerk & Comptroller office locations when required in the performance of positions responsibilities Supports the coordination efforts involving audit and investigative issues with local and state agencies

Assists in providing training and awareness of auditing and investigative methodologies and best practices to Clerk management and external parties through presentations and workshops

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting Business Criminal Justice or related field supplemented by six (6) years of recent and relevant experience. Preferred qualifications include: an advanced degree (e.g. Masters of Business Administration or Juris Doctorate); investigative experience as an Attorney Paralegal or other position; and/or experience within a government institution or public agency. 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).

### **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.*

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

Position #2017-00026-External  
INTERNAL AUDITOR, SENIOR  
SM

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

[Careers@mypalmbeachclerk.com](mailto:Careers@mypalmbeachclerk.com)

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