



**MIAMI-DADE COUNTY
OFFICE OF INSPECTOR GENERAL
ASSISTANT INSPECTOR GENERAL FOR AUDIT
Salary: Entry Range: \$140,000 - \$160,000**

The Miami-Dade County Office of Inspector General (OIG) is seeking a qualified candidate to fill the position of Assistant Inspector General for Audit. The successful applicant will be an integral part of the OIG's Executive Leadership Team, which consists of the Inspector General (IG), Assistant IG for Investigations, Assistant IG for Audit and the General Counsel. The Executive Leadership Team sets the vision and strategy for the Miami-Dade County OIG.

The Assistant IG for Audit leads the OIG Audit Unit in the planning and execution of multiple concurrent auditing engagements involving County departmental activities, programs, contracts, transactions, and other governmental units in Miami-Dade County Government. The Assistant IG for Audit must be capable of representing the Office in high level conferences with County executives at all stages of an audit; guide and review the work of OIG Audit staff, including and up through issuance of final audit report, develop and prepare an annual audit plan; cultivate productive working relationships with internal and external parties. The Assistant IG for Audit will also be responsible for audit staff development, and fostering an environment of teamwork and collaboration within the OIG Audit Unit.

The successful applicant will work as an integral member of the OIG's Executive Team utilizing a holistic approach to executing the strategic priorities of the Office. The Assistant IG for Audit must carry out the work of the Audit Unit maintaining the highest standards of integrity, objectivity and independence. The Assistant IG for Audit must have thorough knowledge of auditing practices, and especially thorough knowledge of the Generally Accepted Government Auditing Standard (GAGAS).

KNOWLEDGE, ABILITIES AND SKILLS

Must have demonstrable knowledge of management principles and supervisory practices and procedures. Ability to coordinate and supervise the work of professionals in a manner conducive to full performance and high morale. Ability to promote and maintain effective inter-departmental and public relations. Demonstrate professional judgement. Must be a proficient report writer and possess exceptional communication skills with the ability to maintain poise and tact in internal and external work environments.

MINIMUM QUALIFICATIONS AND SALARY

Applicants must have a Bachelor's Degree from an accredited college or university, major course work in accounting or internal auditing is preferred. Ten years of progressive audit work, with a minimum of

five years of demonstrated supervisory experience is required. Applicants with executive-level management experience will be highly considered. At least one of the following professional certifications is required: CPA, CIA, CGAP, CISA, CFE, CIG, or CIGA; however, the certification of either a CPA or CIA is preferred.

Prior to experience in an Inspector General's Office is preferred but not necessary. The entry salary range is \$140,000 to \$165,000. Interested applicants should familiarize themselves with the activities and operations of the Miami-Dade County OIG by visiting www.miamidadeig.org .

Apply on line by June 15, 2016 at www.miamidade.gov/jobs or send resumes to Lee-Ann Dizon, Human Resources, 111 NW First Street, Suite 2020, Miami, Florida 33128 or e-mail ldizon@miamidade.gov .

For additional information, please contact Lee-Ann Dizon at (305) 375-3379, or email at ldizon@miamidade.gov .