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PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

ISSUED: 05/01/2017 CLOSING: Open

Position: INSPECTOR GENERAL - AUDITOR III

Salary: \$68,552 Annually, negotiable depending on qualifications

Department: Office Of Inspector General / Audit

Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday

Other: Valid Florida Driver's License and PBC Risk Management
Department driving history approval prior to appointment.
THIS IS AN AT-WILL POSITION.

Use the Job ID based on the Position Location as follows:

Location	Job ID
100 Australian Avenue, WPB	12749

The Office of Inspector General (OIG) seeks a results-oriented professional to conduct or supervise operational/financial audits of governmental activities for departments, offices, boards, agencies and activities under control of the Board of County Commissioners and any agencies subject to Inspector General (IG) jurisdiction. Evaluates the adequacy and effectiveness of the management controls over governmental activities and determines whether the activities are in compliance with laws, policies/procedures and good business practices. Work is reviewed through audit reports provided to the OIG Audit Manager and the OIG Director of Audit.

Required knowledge/abilities include: A thorough knowledge of the principles, practices, methods and procedures of auditing, to include Generally Accepted Government Auditing Standards (GAGAS) and Standards for the Professional Practice of Internal Auditing; knowledge of internal controls; ability to analyze complex governmental activities to determine compliance with policies/procedures and good business practices; ability to develop sound, efficient and effective audit programs for individual audit entities including the performance of complex audits that cut across multiple departments, agencies or local government entities; ability to write complete draft and final audit reports that meet all auditing standards and effectively communicate the results of the audit; the ability to conduct oneself with the highest standards of integrity, honesty, efficiency and accountability and provide independent oversight of the operations of governmental units under OIG jurisdiction; the ability to professionally handle and work with very sensitive information and ability to successfully manage a heavy workload.

Successful candidates will possess: A Bachelor's Degree in Accounting, Finance, Public/Business Administration or related field; minimum of five (5) years of experience in internal auditing, accounting, financial auditing or financial analysis, preferably governmental.

Preferred qualifications include: Active Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA) and/or Certified Inspector General Auditor (CIGA) certification(s). Also desirable is considerable experience in MS Office.

All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane. In accordance with Affirmative Action requirements of Sec. 503 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department. EO/AA Employer M/F/D/V; (DFWP)

INSPECTOR GENERAL - AUDITOR III

NATURE OF WORK

This is professional work in the auditing of county and municipal governmental activities.

An employee in a position allocated to this class is responsible for conducting or supervising operational or financial audits of governmental activities; evaluating the adequacy and effectiveness of the management controls over such activities and determining whether the activities are in compliance with laws, policies and procedures and good business practices. Work is performed with wide latitude of independent judgment. Work is reviewed through audit reports provided to the Inspector General - Audit Manager and the Inspector General - Director of Audit.

EXAMPLES OF WORK

Conducts surveys and audits of county and local government functions and activities in assigned areas to determine the nature of the functions and the adequacy of controls.

Determines the audit procedures to be used after planning the scope of the audit and preparing an audit work program.

Identifies areas of weakness or noncompliance and writes complete audit reports including recommendations for corrective action to improve operations and/or to reduce costs.

Audits contracts for compliance.

Participates, along with the Director of Audit and/or Audit Manager in meetings with Department Directors and/or Assistant County Administrators and local government officials to present audit findings and to discuss recommendations for improving operations. Can be called upon to conduct entrance or exit conferences with these officials without participation by the Director of Audit or Audit Manager.

Makes written presentations of audit findings and recommendations to Department Directors and local government officials and assists in developing written presentations to the Board of County Commissioners or appropriate City Council or board officials.

Provides assistance to departments in reviewing alternative solutions to operational problems.

Appraises the adequacy of corrective action proposed or taken. May oversee the work of other professional staff or act as audit team leader on audit projects.

Participates in special projects.

May conduct multiple audits at the same time.

Develops substantial portions of the Office of Inspector General Annual Audit plan.

Performs related work as required.

INSPECTOR GENERAL - AUDITOR III

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of internal auditing.

Thorough knowledge of Generally Accepted Government Auditing Standards (GAGAS) and/or the International Standards for the Professional Practice of Internal Auditing (Redbook) and the ability to apply them in the design and execution of audits.

Thorough knowledge of internal controls.

Ability to analyze complex governmental activities to determine compliance with policies and procedures and good business practices.

Ability to develop and execute sound, efficient and effective audit programs for individual audits.

Ability to develop a comprehensive audit program for one or more audit entities including the performance of complex audits that cut across multiple departments, agencies or local government entities.

Ability to communicate effectively in a clear and concise manner, both orally and in writing.

Ability to write complete draft and final audit reports that meet all auditing standards and effectively communicate the results of the audit.

Ability to establish and maintain working relationships with other county agencies and employees.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with an undergraduate or graduate degree in business; eight (8) years experience in internal auditing, accounting, financial auditing or financial analysis; Active Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA) certification is desirable.

REV. 10/2011