

**INSPECTOR GENERAL - AUDITOR II**

**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 a wide latitude of independent judgment and is reviewed through audit reports provided to the OIG - Audit Manager and the OIG - Director of Audit. General supervision is provided by the OIG - Audit Manager and the OIG - 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.

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.

Conducts multiple audits at the same time.

Develops substantial portions of the OIG Annual Audit plan.

Performs related work as required.

INSPECTOR GENERAL - AUDITOR II - CONT'D

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

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; three (3) 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.

10/2011