

Auditor I

Are you looking to make our government better in an employee-friendly work environment with challenging assignments and a broad range of diverse projects? The Palm Beach County – Office of the Inspector General is independent of the municipal and County elected officials whose responsibilities include: contract oversight, audit, and investigations. We provide independent and objective insight, oversight, and foresight in promoting integrity, efficiency, and overall effectiveness in government. You will find this to be a professional organization that is dedicated to continuous improvement and personal growth. Your position will provide a unique service to the government and enhance the public's trust in government.

This is a professional auditing position conducting audits of Palm Beach County, 39 municipalities, the Children's Services Council, and the Solid Waste Authority. This auditor should be able to analyze complex government activities to determine compliance and conduct audits. For additional details, please review the full attached job description, as well as, complete an application at:

<http://discover.pbcgov.org/humanresources/Pages/Employment-Opportunities.aspx>

An Active Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Audit Professional (CGAP), Certified Fraud Examiner (CFE), Certified Inspector General Auditor (CIGA) or Certified Information Systems Auditor (CISA) certification is desirable. Additionally, previous experience in construction auditing and/or information technology control / application audits is desirable.

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PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

ISSUED: 04/10/2017 CLOSING: 04/21/2017

Extended Closing Date

Position: INSPECTOR GENERAL - AUDITOR I
 Salary: \$57,412 Annually, negotiable depending on qualifications
 Department: Office of Inspector General, Palm Beach County
 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	12694

The Office of Inspector General (OIG) seeks a results-oriented professional to conduct operational auditing of local governmental units. Responsible for conducting operational/financial audits of governmental activities; evaluates the adequacy and effectiveness of the management controls over such 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 knowledge of principles and practices of internal auditing and internal controls. Ability to analyze complex governmental activities to determine compliance with policies/procedures and good business practices; ability to communicate effectively, in a clear and concise manner, both orally and in writing; the ability to establish and maintain effective working relationships with County and Municipal agencies and employees and maintain the highest standards of integrity, honesty, efficiency and accountability and provide independent oversight of the operations of governmental units under OIG's jurisdiction.

Successful candidates will possess: A Bachelor's Degree in Accounting, Finance, Public/Business Administration or related field; minimum of two (2) years of experience in internal auditing, accounting, financial auditing or financial analysis.

Preferred qualifications include: Active Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Fraud Examiner (CFE), Certified Inspector General Auditor (CIGA), and/or Certified Information Systems Auditor (CISA) certification(s).

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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 I

NATURE OF WORK

This is professional work in the operational auditing of local governmental units under the jurisdiction of the Office of Inspector General (OIG).

An employee in a position allocated to this class is responsible for conducting 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 reviewed through audit reports provided to the OIG - Audit Manager and the OIG - Director of Audit.

EXAMPLES OF WORK

Surveys government functions and activities in assigned areas to determine the nature of the functions and the adequacy of controls.

Works with the OIG Audit Manager to identify the scope of an audit and to develop an audit work program.

Conducts audits to determine whether activities and programs being implemented as authorized are being conducted in the manner intended, are operated in compliance with applicable laws, policies and procedures and are conducted in an efficient and effective manner.

Makes oral or written presentations identifying areas of weakness or noncompliance and recommending corrective action to improve operations and/or reduce costs.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain the highest standards of integrity, honesty, efficiency and accountability and provide independent oversight of the operations of governmental units under OIG's jurisdiction.

Knowledge of the principles and practices of internal auditing.

Knowledge of internal controls.

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

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

Ability to establish and maintain effective working relationships with County and Municipal agencies and employees.

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AT WILL

INSPECTOR GENERAL - AUDITOR I - CONT'D

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with an undergraduate or graduate degree in business; two (2) 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.

04/2011