

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