

## **Internal Audit Manager (Position# 13001)**

**Positing Deadline: May 15, 2017**

**Agency:** Leon County Clerk of Courts

**Location:** Internal Audit

**Salary:** *Submit a cover letter and include salary expectations*

### **Position Summary:**

This position is a high level professional position. The general duties include directing and conducting internal audit work for the Clerk of the Court and supervising the Internal Auditor position

### **Duties and Responsibilities:**

- Conduct a periodic risk assessment of Clerk and Board of County Commissioners agencies to assist in the development of the annual audit work plan.
- Prepare and submit an annual work plan reviewed by the County Administrator for final input and submitted to the Clerk and Audit Committee for approval.
- Perform all aspects of individual audits and special projects as approved, from planning through fieldwork to report writing, coordination and presentation, and issuing reports.
- Implement follow-up procedures and monitoring activities to determine implementation of corrective actions by auditees.
- Supervise audits and other projects completed by additional staff as assigned, including review and finalize reports written by staff.
- Serve as the Clerk's liaison and provide staff assistance to the Audit Committee, responsible for ensuring a quorum is present at all meetings, publishing meeting notices, preparing meeting agendas, preparing , maintaining, and disseminating meeting minutes for Committee review and approval, ensuring the Committee has annually completed its oversight duties, and maintaining the official records of the Committee.
- Perform administrative functions of the division including but not limited to review and approval of payroll, budget and expense reports, recommend training, perform employee evaluations, make recommendations for pay adjustments, recommend hires, train, and evaluate staff auditor.
- Develop, maintain and ensure compliance with the policy and procedures manual for the audit division.
- Operate and maintain the Clerk's Fraud Hotline and log and respond to all calls.
- Inform and coordinate with the Clerk for all activities and projects through periodic meetings and status reports.
- Develop and maintain the Internal Audit Division charter.

- Review audits and other work files to ensure work meets professional standards.
- Coordinate periodic external quality assurance review in accordance with IIA and GAO auditing standards (every three years).
- Conduct periodic cash narrative walk-throughs.
- Perform Tourist Development Tax audits as requested by the Leon County Tax Collector.

**Qualification:**

- Bachelor's degree, preferably in Accounting or a related subject.
- Minimum five years' experience in internal/external auditing.
- Minimum two years' experience managing direct reports.
- Active Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certification.