

**OFFICE OF THE CLERK OF CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Internal Auditor

SALARY RANGE: Negotiable

JOB SUMMARY:

Under the direction of the Inspector General, is responsible for the planning, executing, and reporting of audits and investigations in order to analyze and evaluate the effectiveness of procedures, programs and operating controls. Serves as a staff specialist in the area of accounting records, operations, policies and procedures. Also plans and conducts investigations relating to potential fraud, waste, and abuse. This position is distinguished from others in this classification by the increased level of experience, education, and training required as well as the complexity of work performed. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Manages and completes all phases of the audit process-survey, audit plans and programs, field work, reporting, and follow-up for assigned areas. Proposes uses of data analytics, sampling plans, and IT needs.
- Examines and analyzes accounting records, operations, policies and procedures. Determines the validity and propriety of financial records, effectiveness of controls, efficiency and effectiveness of operations and compliance with laws, policies, and procedures.
- Confers with management concerning audit results and recommendations. Prepares reports summarizing findings and presents to management.
- Documents and performs work in accordance with International Standards of the Professional Practice of Internal Auditing, and Standards and Principles of the Association of Inspectors General, and other applicable professional and departmental standards and practices.
- Serves as a consultant to staff regarding best practices in accounting and financial records, controls, risk control, and associated procedures and policies.
- Serves as a lead auditor as assigned on larger and more complex audits and investigations, and coordinates with other audit staff and/or specialists as necessary.
- Plans and conducts investigations relating to fraud, waste, or abuse.
- Performs other duties of a similar nature or level.
- Researches potential benchmarks, best practices, and applicable law

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Public Administration from an accredited college or university.
- Three years of experience in auditing, one of which must be in government.
- Certification as a Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA).
- Valid Florida driver license

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles.
- Knowledge of principles and practices of governmental accounting, auditing, and financial reporting.
- Knowledge of internal accounting and management controls.
- Knowledge of applicable Florida Statutes and county policies.
- Knowledge of the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors.
- Skill in project management.
- Skill in preparing and making presentations.
- Skill in interviewing and conducting interrogations and investigations.
- Skill in financial calculations, analysis, and reporting.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.