

Internal Auditor

Position Number: 13002

Title: Internal Auditor

Department or Division: Clerk Administration/Internal Auditing

Salary: Please submit salary expectations

Deadline for application: 8/18/2017

Job Requirements:

This is an entry level professional position in the Clerk's Administration Department, Internal Audit Division. General duties include conducting audits, reviews, consulting engagements, and special projects for the Clerk of the Court as directed by the Internal Audit Manager. This position is also responsible for conducting audits of Tourist Development Tax of transient rental properties, as assigned. The Internal Auditor is responsible for assisting in the review and appraisal of Clerk and Board of County Commissioners operations to determine the adequacy of internal controls, compliance with laws, rules and regulations, and to assure the reliability, accuracy and completeness of records.

A Bachelors' degree in accounting, finance, business administration or other related degree from an accredited four-year college or university or a four-year degree is required. Must have two years of experience with proven skills in internal/external auditing (governmental preferred), professional accounting, governmental fiscal administration or other related experience. Active Florida Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or actively pursuing either designation. CIA certification must be achieved within two years of hire date.

The applicant should have a working knowledge and ability to perform audit work in conformance with the International Standards for the Professional Practice of Internal Auditing published by The Institute of Internal Auditors, Inc. Knowledge of and ability to perform audit work in conformance with Generally Accepted Government Auditing Standards published by the Comptroller General of the United States. Other requirements include but are not limited to the following:

- Proficient with internal auditing standards, procedures, and techniques is required in performing engagements.
- Proficient in Microsoft Office and other software programs for analyzing, flow-charting and diagramming at an advanced level.
- Ability to organize data into logical format for presentation in reports, documents and other written materials.
- Ability to conduct fact-finding research and to utilize problem-solving techniques.
- Ability to work independently.
- Ability to communicate effectively verbally and in writing with the Internal Audit Manager, coworkers, management, staff, external partners and the general public in a courteous and professional manner.
- Ability to travel as needed.

Essential Job Functions:

Duties and responsibilities expected of the Internal Auditor position include but are not limited to the following: (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.)

- Performs objective assurance and consulting activities, audits, special projects, and reviews of agency operations, designed to add value and improve department operations.
- Conduct periodic cash counts and walk-throughs of program cash narratives.
- Prepares, researches, and designs evaluations of programs, systems, controls, policies, procedures and other functions using audit and analytical techniques.
- Analyzes supporting evidence, draws logical conclusions and develops appropriate findings and recommendations.
- Prepares thorough, complete and accurate documentation of work performed.
- Drafts reports according to appropriate standards for recording the results of work performed supervisory review.
- Assists in audit follow-up procedures and monitoring activities to determine implementation of corrective actions by auditees.
- Assists in the development of the periodic risk assessments of Clerk and Board of County Commissioners agencies and in the development of the annual audit work plan.
- Assist as assigned in providing staff assistance to the Audit Advisory Committee.
- Assist external, independent auditors in conducting limited field work as assigned.
- Assist as assigned in operating and maintaining the Clerk's Fraud Hotline and log and respond to all calls.
- Meet and work courteously with the public and external partners in an effective and co cooperative manner and provide high quality customer service to all internal and external c customers.
- Performs related duties as necessary or required by management.

The employee must be able to sit for prolonged periods of time, perform repetitive actions and motion of one or both hands, lifting up to 65 pounds, bend/squat/kneel, hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone, and prepare and read read written commun read read written communication by hand and on PC.

ADAAA COMPLIANCE:

The Leon County Clerk of Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental mental and p mental mental and physical functions. Applicants and current employees may request any accommodations they may need in order to perform the essential functions of the position they hold or are seeking.

COMPENSATION AND BENEFITS:

This position receives base salary plus benefits for an exempt position. 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 and perform any other job-related instructions 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 and requirements and 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.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

How to Apply:

Submit a current and completed Clerk of Circuit Court and Comptroller Application to:

Leon County Clerk of the Circuit Court and Comptroller
Attn: Human Resources Division
301 S. Monroe Street, #100
Tallahassee, FL 32301

Or phone: (850) 606-4010

All applicants must meet the minimum training or education as specified by the Clerk of the Circuit Court and Comptroller. Applications that do not comply with these requirements will not be considered. Reasonable accommodations and assistance are available to disabled applicants under the Americans with Disabilities Act (ADA) of 1990.