



**SANTA ROSA COUNTY**  
 Department of Human Resources  
 6495 Caroline Street, Suite H  
 Milton, FL 32570

<http://www.santarosa.fl.gov>  
**EMPLOYMENT ANNOUNCEMENT**  
**INTERNAL AUDITOR (9132)**

*An Equal Opportunity Employer*

### **SALARY**

Salary: Depends on Qualifications

**ANNOUNCEMENT DATE:** 12/04/17

**CLOSE DATE:** 12/11/17

### **THE POSITION**

Responsible for auditing all departments, offices, boards, agencies and activities under the control of the Board of County Commissioners and the Clerk of Court & Comptroller. Work involves the preparation and execution of an annual audit plan specifying Board functions scheduled for audit. Work is performed under the general supervision of the Clerk of Court and is reviewed through audit reports and conferences.

### **ESSENTIAL JOB FUNCTIONS**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. 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. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Directs systemic review of all operational bodies and functions under the control of the Board of County Commissioners and the Clerk of Court & Comptroller.
- Directs and reviews audits intended to determine whether activities and programs being implemented have been authorized by the Board; are being conducted in the manner intended by the Board; are operated in compliance with applicable laws, policies and procedures; are conducted in an efficient and effective manner and whether revenues are properly collected, deposited and accounted for.
- Develops and implements an annual audit plan including all departments, offices, boards, agencies and activities scheduled for review during the audit year.
- Performs special audits as requested by the Board of County Commissioners, the Clerk of Courts, the Finance Director, or the Audit Committee; amends audit plan as necessary.
- Maintains a complete file of all audit reports, audit work papers and other supportive material in accordance with record retention requirements.
- Performs related duties as required.

**ESSENTIAL PHYSICAL SKILLS:** Manual dexterity and good vision. Sit for extended periods.

**KNOWLEDGE OF:** Governmental accounting and auditing; laws and regulations relating to the State's Uniform Accounting System; GASB rules and regulations; Federal State and Local Laws including Tax codes.

**ABILITY TO:** Analyze complex financial information and prepare detailed financial analysis and reports. Ability to plan, direct and supervise the work of subordinate personnel. Ability to

communicate effectively, both orally and in writing.  
Ability to establish and maintain effective working relationships with elected officials, County administration and its departments, other agencies and the public.

**SKILLS:** Operate a computer; use of common office software including Microsoft Office and applicable specialized finance software applications.

### **MINIMUM QUALIFICATIONS**

#### **ATTENTION:**

**We do not accept resumes; therefore, RESUMES should not be submitted. To be considered, please complete the online application and upload your educational documentation (diploma, transcripts, etc.) and/or applicable certifications which are stated below in the minimum qualifications for the position. Failure to do so will result in your application being rejected.**

Bachelor's degree in Accounting; supplemented by an active Certified Public Accountant license and five (5) years experience as a governmental accountant or four years in governmental or internal auditing.

**LICENSE:** Applicant must possess a valid Driver License at the date of hire and maintain said license while employed in this position.

**SUPPLEMENTAL INFORMATION** Applicants must have at least the minimum educational documentation and/or certifications (requested within the job description) **uploaded with their application** to be eligible for consideration. Documentation may be uploaded at the time of application, scanned and emailed, faxed, or hand-delivered.

**Without proper documentation, your application will not be considered.** If you have previously applied, you may log into your saved account to view your documents currently on file. Other than this announcement, no further notification will be sent.

**NOTE:** The information given on your application will be evaluated against the minimum qualifications of the job description. After all applications are evaluated, your name will be placed on the employment list and sent to appropriate hiring authority for consideration.

The online application and complete job descriptions can be viewed at [www.santarosa.fl.gov](http://www.santarosa.fl.gov)  
Complete job descriptions may also be obtained at the Human Resources office located at 6495 Caroline Street, Suite H Milton, FL 32570.

Candidates may be asked to demonstrate knowledge and skills related to the position during the interview process.

A Drug Free Workplace/EQUAL OPPORTUNITY EMPLOYER /Veteran's Preference will be given in accordance with Florida Statutes.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.santarosa.fl.gov>

EXAM #00891  
INTERNAL AUDITOR (9132)  
DB

### **INTERNAL AUDITOR (9132) Supplemental Questionnaire**

- \* 1. Do you possess an active Certified Public Accountant license and five (5) years experience as a governmental accountant or four years in governmental or internal auditing? Please be sure to include this experience in the Work Experience section on your application.

Yes  No

\* Required Question