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*Pat Frank*

INTEGRITY. TRANSPARENCY. ACCOUNTABILITY.

CLERK OF COURT & COMPTROLLER  
HILLSBOROUGH COUNTY FLORIDA

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## Senior Internal Auditor

### Recruitment #1707-SRAUDCLKS-001

**Date Opened** 7/6/2017 12:01:00 PM

**Filing Deadline** 8/3/2017 11:59:00 PM

**Salary** \$61,297.60 - \$97,323.20/year

**Department** Clerk of Circuit Court

**Job Type** Open Recruitment

**Employment Type** Full-Time

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### INTRODUCTION

The Clerk of the Circuit Court is looking for new members to join our team as part of one of the finest organizations in Hillsborough County. Employees of the Clerk of the Circuit Court provide quality service to our public.

As a member of our working team, you will occupy a position offering a unique challenge. You are, in effect, working both for your neighbors and yourself while constantly improving your community. You are a public employee performing essential services for the people of Hillsborough County. Our county's citizens are affected by your on-the-job performance and their opinions of our organization are directly influenced by your conduct. Wherever you work in the Clerk's organization, please keep in mind the trust that the people of Hillsborough County have placed in your hands. By meeting all of your responsibilities in the most efficient and courteous manner possible, you will find your efforts rewarding.

Job opportunities are offered first to current Clerk of the Circuit Court Employees. If a Clerk employee is not selected, consideration will be then given to applicants outside of the office.

This office reserves the right to consider how your application is prepared. It will be considered **only** if it is written with clarity and contains the required transcripts, certificates and licenses or other specified documents.

### JOB OVERVIEW

Performs professional administrative and oversight work auditing various financial, IT and program operations in county departments and agencies, external governmental organizations and commercial firms with whom contractual relationships exist.

Employees in this class perform duties of complex difficulty requiring considerable initiative and independent judgment under general direction.

### MINIMUM QUALIFICATIONS

Graduation from an accredited four year degree granting college or university with a major in Accounting, Business Administration or Public Administration; and Possession of a current Florida Certified Public Accountant (CPA) License or Certified Internal Auditor (CIA) Certification and; and four years of experience as a

professional Internal Auditor.

**OR**

A Master's Degree from an accredited college or university with a major in Accounting, Business Administration or Public Administration; and Possession of a current Florida Certified Public Accountant (CPA) License or Certified Internal Auditor (CIA) Certification; and three years of experience as a professional Auditor.

Please note: Degree is preferred but will consider candidates with an equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below

#### JOB SPECIFIC COMPETENCIES

- Thorough knowledge of the principals of governmental accounting, project management, business and public administration.
- Thorough knowledge of all federal, state and local laws, ordinances and regulations pertaining to the fiscal management of government agencies.
- Thorough knowledge of generally accepted accounting principles, professional auditing standards, public finance administration and the application of internal controls.
- Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance, governmental accounting and information technology systems.
- Thorough knowledge of the COSO control framework.
- Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.
- Considerable knowledge of management principles, practices and procedures.
- General information technology knowledge, audit skills, and abilities.
- Ability to analyze and interpret accounting and technical data, devise audit procedures and techniques and prepare audit reports.
- Ability to supervise and coordinate the work of an audit team to achieve the audit objectives within projected time and budget constraints while ensuring quality and exceeding client expectations.
- Ability to determine the adequacy and effectiveness of management controls over operational activities.
- Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work effectively with others.
- Strong ability to use a computer and related software (Word/Excel/Outlook, electronic working papers, PowerPoint, data extraction and analytics (IDEA/ACL) etc).

#### REPRESENTATIVE DUTIES

***Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.***

- Plans, conducts and supervises audits of assigned organizational and functional activities in accordance with professional auditing standards as published by the Institute of Internal Auditors (Red Book) and the Government Accountability Office (Yellow Book).
- Reviews completed audit work papers and analyses for completeness of preparation and conformance with audit program guidelines and professional auditing standards.
- Attends audit entrance and exit conferences with departmental officials or officials in external organizations as needed.
- Makes oral or written presentations identifying areas of improvement or non-compliance and recommends corrective action to enhance operations and/or to reduce costs.
- Supervises and conducts audits of a difficult or complex nature.
- Plans, directs, organizes and coordinates the work of subordinate professional auditors.
- Supervises and conducts follow-up reviews of deficiencies identified during internal audits.
- Conducts and/or supervises investigations of irregularities discovered by or brought to the attention of the County Audit Department.
- Keeps informed on law opinions, rules, regulations, standards and related information pertaining to governmental operations, internal audit and information technology.
- Develops comprehensive audit programs for assigned areas of audit, in conformance with applicable audit standards as well as department plans, budgets and schedules.
- Performs other related duties as required.

***This classification description is not intended to be, nor should it be construed as an all inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.***

**SELECTION PLAN**

Please note: Additional audit certifications are a plus. Appointing authority may require possession of a valid driver's license.

**CONCLUSION**

**VETERANS' PREFERENCE:** Preference will **ONLY** be entitled upon initial appointment for eligible veterans and eligible spouses of veterans. Documentation to support entitlement to preference **MUST** be provided at the time of application.

**RESPONSE/RECOVERY ACTIVITIES:** Employees may be required to participate in response/recovery activities in response to a major emergency or natural disasters affecting County operations. In such situations, every effort will be made to maintain operations, but employees may be assigned to carry out response activities suited to their skills and capabilities.

**CLERK OF THE CIRCUIT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**


The Clerk of the Circuit Court provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

Clerk of the Circuit Court welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

**Click on a link below to apply for this position:**

**PLEASE NOTE**

Applicants are encouraged to use the online application -- once completed, you may re-use it "as is" for any number of additional jobs or you may customize it for additional jobs.

<p><a href="#"><u>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</u></a>                  Clicking the link above will navigate you to the Employment Opportunities Page website for you to apply for this job.</p>	
<p><a href="#"><u>View and print the Supplemental Questionnaire.</u></a></p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the <a href="#"><u>supplemental questionnaire here.</u></a></p>
<p><b>Ask a Question</b></p>	<p>To retrieve forgotten UserIDs and Passwords, or to ask a question, you may send us an email at <a href="mailto:employment@hillsclerk.com"><u>employment@hillsclerk.com.</u></a></p> <p>Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.</p>

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The mission of Hillsborough County government is to provide effective quality service at a reasonable cost with courtesy, integrity and accountability in a manner that protects and enhances the quality of life of our diverse population.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.