



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## EXEMPT OPPORTUNITY

**POSITION TITLE:** Internal Auditor, Senior

**REPORTS TO:** Deputy Inspector General

**DIVISION/DEPARTMENT:** Division of Inspector General

**HIRING RANGE:** \$56,216 - \$88,836

### ABOUT THE JOB:

Under limited supervision the purpose of this position is to provide professional auditing and investigative services. Employees in this classification perform a wide range of projects designed to evaluate the effectiveness efficiency and economy of operating policies procedures and systems. Incumbent determines compliance with laws and regulations and investigates instances of fraud waste abuse unethical conduct and mismanagement. Employees involved in guardianship oversight will support a range of responsibilities that may include guardianship education monitoring outreach and general program administration. Employees determine the scope of projects obtain information and documentation and observe and evaluate activities. Results are formally reported to ensure the continued identification and effective management of risk.

### EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Leads or participates in audits, investigations and other reviews; leads or participates in establishing objectives and work programs; identifies and evaluates key risks; determines adequacy and effectiveness of internal controls, effectiveness and efficiency of activities under review, and compliance with policies, laws, regulations and good business practices

Performs investigations involving fraud, waste, abuse, ethical misconduct and mismanagement

Performs interviews; collects, documents, analyzes, and appraises data and results; concludes on conditions

Identifies areas of weakness or noncompliance; recommends corrective action to improve operations and/or to reduce costs

Prepares comprehensive written audit and investigative reports based on findings and observations



## EXEMPT OPPORTUNITY

**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

Assists the department in supporting accreditation and certification plans, supporting quality assessment plans, updating procedures manuals, and maintaining records and databases

Consults with management, staff, external auditors, and other officials on matters related to audits and investigations as well as related recommendations

Applies current auditing and investigatory standards and management principles to policies, practices and systems; evaluates compliance with requirements

Travels to all Clerk & Comptroller office locations when required in the performance of positions responsibilities Supports the coordination efforts involving audit and investigative issues with local and state agencies

Assists in providing training and awareness of auditing and investigative methodologies and best practices to Clerk management and external parties through presentations and workshops

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting Business Criminal Justice or related field supplemented by six (6) years of recent and relevant experience. Preferred qualifications include: an advanced degree (e.g. Masters of Business Administration or Juris Doctorate); investigative experience as an Attorney Paralegal or other position; and/or experience within a government institution or public agency. Professional certification in one or more of the following is preferred: Certified Public Accountant (CPA) Certified Internal Auditor (CIA) Certified Inspector General (CIG) Certified Inspector General Auditor (CIGA) Certified Inspector General Investigator (CIGI) Certified Fraud Examiner (CFE) or Certified Government Auditing Professional (CGAP).

Salary stated above is annual, negotiable depending on qualifications

To Apply: <https://www.governmentjobs.com/careers/palmbeachclerk/jobs/1914224/internal-auditor-senior>