



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

EXEMPT OPPORTUNITY

POSITION TITLE: Associate Auditor

REPORTS TO: Inspector General

DIVISION/DEPARTMENT: Division of Inspector General

HIRING RANGE: \$47,476 – \$68,519

ABOUT THE JOB:

The Clerk & Comptroller's office is seeking an Associate Auditor to assist with providing professional auditing and investigative services for an assigned department of the Clerk & Comptroller. Work involves assisting on audits and investigations to evaluate the effectiveness, efficiency and economy of operating policies, procedures and systems; determine compliance with laws and regulations; and, investigate instances of fraud, waste, abuse, unethical conduct and mismanagement. Employees in this classification are responsible for documenting and analyzing information, evaluating activities, and summarizing results in reports. Incumbent will also support the guardianship education monitoring and outreach program, including conducting guardianship audits and investigations.

The Clerk's office has demanding timelines and we need an experienced professional who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan

ROLE OF POSITION:

The successful candidate will perform the essential functions as outlined above, as well as the following functions:

- Assists with conducting audits, investigations and other reviews; assists in establishing objectives and work programs; identifies and evaluates key risks; determines adequacy and effectiveness of internal controls, and compliance with policies, laws, regulations and good business practices
- Participates in developing audit and investigative procedures and work programs to adequately cover scope
- Collects, documents, analyzes, and appraises data and results; concludes on conditions
- Assists with investigations and other reviews involving fraud, waste, abuse, ethical misconduct and mismanagement
- Identifies areas of weakness or noncompliance; prepares audit findings and recommendations; presents findings and recommendations for corrective action or improvement; and assists in preparing audit reports



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- Demonstrates ability to apply current audit and investigatory professional standards and management principles to the variety of policies, practices and systems found in a large and complex governmental organization, and evaluates compliance with requirements
- Consults with management and staff to review operations and activities, review and resolve problems, receive advice and direction, and provide recommendations
- Travels to all Clerk & Comptroller office locations when required in the performance of position responsibilities
- Demonstrates ability to apply computer applications and software

THE IDEAL CANDIDATE:

The ideal candidate will have the following minimum qualifications:

Bachelor's degree in Accounting, Business, Criminal Justice or related field; supplemented by three (3) years recent and relevant experience in auditing or investigatory work; or an equivalent combination of education, training and experience. 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). Strong analytical, interpersonal, and communication skills are required. Demonstrated excellent written and oral presentation skills, including the ability to communicate sensitive messages to various audiences. Familiarity or exposure to guardianship, probate, or other investigatory work is a plus

Salary stated above is annual, negotiable depending on qualifications

For more information: http://www.mypalmbeachclerk.com/uploadedFiles/Join_Our_Team/it-auditor-recruitment-pamphlet.pdf

To Apply: www.mypalmbeachclerk.com/careers

Note: Vacancy postings may be cancelled at any time based on business needs. Applicants who have applied will be notified of cancellations.

The Clerk & Comptroller's Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the [Veterans' Preference Claim Form](#) and [required documentation](#) prior to the position's posted closing date. Hiring decisions are based on qualified candidates' non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans' preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance - Veterans' Preference, Post Office Box 31003, St. Petersburg, FL 33731. If an applicant seeking veterans' preference in employment in the state of Florida is not selected for the



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position and is so notified, they must file their complaint with the DVA within 21 calendar days from the date the applicant is notified of the hiring decision or within three months of the date the application is filed with the employer if no notice is given.