



## JOB DESCRIPTION

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**JOB TITLE:** Internal Auditor

**JOB CODE:** 2270

**DEPARTMENT:** Administrative Services/Comptroller

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Administrative Services/Comptroller

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### SUMMARY OF JOB PURPOSE

Conducts audits for the County to assess effectiveness of controls, accuracy of financial records, and efficiency of operations; performs testing on property records to ensure accurate property tax billings; plans, schedules, and performs room tax audits; performs special audits and fraud audits as needed.

### ESSENTIAL FUNCTIONS

1. Plans, schedules, and performs audits of offices of the County, unincorporated towns, and fire and paramedic districts, as directed by the Comptroller.
2. Analyzes and verifies financial and statistical reports, budgets, statements, and accounts requiring the application of accounting principles and judgments.
3. Analyzes internal controls and makes recommendations to strengthen system weaknesses.
4. Assists outside auditors in their annual audit of the County.
5. Conducts regular room tax audits.
6. Gains knowledge of all legal requirements governing a department or function. Tests for compliance and makes recommendations in instances of noncompliance.
7. Gains knowledge of the environment and management style. From this knowledge, develops objectives and an audit plan for management audits.
8. Maintains files which will stand alone as evidence of audit work performed and conclusions reached.
9. Maintains monthly statistical computer spreadsheets for room tax collections.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting, Finance, or other closely related field, and at least three (3) years previous experience in conducting all aspects of an audit. Strong knowledge of accounting, auditing, and budgeting practices and principles; ability to analyze internal controls and record keeping procedures; and knowledge of data processing methods and equipment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of Generally Accepted Accounting Principles related to Public Sector finance; fundamental principles and techniques used in bookkeeping and accounting; applicable state and Federal statutes, rules, codes and regulations; principles of record keeping and records management; business and personal computers, and spreadsheet software applications; County policies and procedures.

Ability to assign and prioritize multiple tasks, projects and demands; correct and update financial information records; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in interpreting and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; setting priorities, planning, assigning, training and supervising the work of others; effective verbal and written communication; establishing and maintaining effective working relations with co-workers and those contacted in the course of work.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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### WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; noise level is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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