

INTERNAL AUDIT MANAGER

FUNCTION OF THE JOB

Under direction, to be responsible for the planning, organizing, managing, and directing of internal audits as proposed by the County Board; to coordinate external audits; to serve as the County Auditor; and, to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and coordinates independent program, compliance, and performance audits to review effectiveness of control, financial records, and operations.
2. Analyzes requests for program and financial audits and recommends audit projects to the Executive Committee of the County Board.
3. Directs and develops comprehensive program, compliance, performance, and financial audit work plans.
4. Establishes and maintains a quality assurance program to evaluate operations of the internal audit function.
5. Develops written policies and procedures for audits.
6. Directs operational and program audits to determine program effectiveness and compliance with legislated directives.
7. Recommends policy and program proposals resulting from program audits for review with department heads and consideration by the County Board.
8. Analyzes and evaluates departmental computer systems including a review of security controls, the reliability of data, the adequacy of management output and analysis of computerized data.
9. Effectively communicates results of program, compliance, performance, and financial audits to department heads, administrative staff, and County Board committees and recommends corrective actions where needed.
10. Recommends countywide financial and administrative controls, policies, and procedures.
11. Reviews implementation of internal and external audit recommendations and develops reports on findings for County Board review.
12. Selects, manages, and coordinates the project performance of vendors for selected contracted audits.
13. Develops, establishes, and maintains effective working relations with the County Board, County staff, County Executive, department heads, federal and state officials, agency heads, and the general public.
14. Performs a risk analysis study and recommends audits based on the study results.
15. Coordinates work efforts with the external auditor and prepares detailed schedules related to the annual single audit.
16. Prepares and monitors the budget for the Internal Audit Division.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of auditing standards, procedures, and techniques.
2. Thorough knowledge of principles of program auditing and measuring program effectiveness.
3. Thorough knowledge of the modern principles and practices of governmental program administration and the rules and regulations governing federal and state funding programs.
4. Comprehensive knowledge of modern principles and practices of organizational administration

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- and management including management controls, budgets, and staffing.
5. Comprehensive knowledge of state statutes and administrative code pertaining to County programs, and methods of Federal and State law analyses.
 6. Comprehensive knowledge of statistical analyses, methodologies, and sampling techniques used to prepare comprehensive reports.
 7. Comprehensive knowledge of database and computer system structures, data collection and analysis techniques, interpretation of diverse types of data, and systems security.
 8. Comprehensive knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
 9. Considerable knowledge of generally accepted accounting principles as they apply to governmental entities.
 10. Considerable knowledge of governmental appropriation and budgeting principles and practices.
 11. Ability to gather, analyze, and evaluate data, and to make comprehensive recommendations.
 12. Ability to plan, organize, assign, supervise, and review the work of others.
 13. Ability to develop, establish and maintain effective working relationships with the County Board, County staff, County Executive, department heads, federal and state officials, agency heads, and the general public.
 14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
 15. Ability to effectively present ideas, concepts, and audit reports to committees, department heads, and others both orally and in writing.
 16. Ability to plan, organize, and effectively carry out a variety of audit projects simultaneously.
 17. Ability to effectively utilize audit, word processing, database, and spread sheet software programs.
 18. Ability to develop and organize detailed written audit reports.
 19. Ability to select, manage and coordinate the work efforts of vendor professional staff.

Training and Experience

1. Graduation from a recognized college of university with a major in business administration, public administration, or a closely related field.
2. Four years of responsible professional work experience as an auditor, preferably in the areas of governmental, program, operational or performance auditing.
3. A master's degree in an area listed above may be substituted for one year of the work experience requirement.