

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Chief Auditor
ALLOCATION: Auditor Controller Department
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: August 2005
REVISED: January 2008

JOB SUMMARY:

Under direction performs and oversees the audits of several high expenditure programs with potential significant impacts to the County; enforces and follows-up on corrective action; provides highly complex staff assistance to the Assistant Auditor/Controller; is responsible for performing and providing oversight of audits involving major county programs, including personally conducting and overseeing a variety of complex financial audits and developing and implementing policies and corrective action plans and performs other duties as assigned.

This is the journey official and administrator level in the auditor series. This is a single level classification responsible for coordinating and performing financial audits

CLASS CHARACTERISTICS:

This position reports directly to the Auditor Controller. This class is distinguished from the Assistant Auditor-Controller by the latter is responsible for assisting the Auditor-Controller with the overall administration of the department.

EXAMPLES OF DUTIES:

Essential:

- Conducts audits of various programs; enforces any corrective actions necessary to comply with Federal, State, and County laws, rules, and regulations; follows up to ensure compliance.
- Confers with members of other departments regarding departmental, County-wide or intergovernmental financial matters and audit findings.
- Facilitates the resolution of problems, negotiation of settlements, and the development of coordinated policies.
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Plans and designs audit programs; prepares audit processes; organizes, coordinates, and schedules audits.
- Oversees and coordinates the maintenance of records and the production of periodic and special reports.
- Prepares a variety of written correspondence, reports, procedures and other written materials.
- May plan, organize, administer, review and evaluate the work of professional and technical support staff.
- May assist in developing and implementing goals, objectives, policies, procedures and work standards for the department.
- Builds and maintains positive working relationships with co-workers, County employees, and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work; drives a motor vehicle to attend meetings and visit off-site County locations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of generally accepted accounting standards and practices with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Principles and practices of financial auditing.
- Functions, organization and basic services provided by County operating departments.

- Pertinent local, State, and Federal rules, regulations, and laws.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Business arithmetic, algebra, statistics, and their applications, including financial analysis techniques.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Assisting with planning and administering a complex accounting and financial reporting program.
- Assisting with developing and implementing goals, objectives, policies, procedures and work standards.
- Tracking and identifying financial problems and possible mismanagement.
- Interpreting, applying and explaining complex federal, state and local laws.
- Preparing clear and concise reports, correspondence and other written materials.
- Developing and negotiating settlements.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use initiative and independent judgment within general policy guidelines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Attend meetings outside of normal working hours.

Education and Experience:

MINIMUM: A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, economics, business administration, or a related field; and two years of auditing experience, preferably in a governmental setting.

PREFERRED: In addition to the minimum, additional years of experience as described above. Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner or equivalent certificate desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Dean Sellers
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____