

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: AUDIT COORDINATOR
CLASS CODE: 2220

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/3/2015
DEPARTMENT: CLERK/AUDITOR

JOB SUMMARY

Under general supervision of the elected County Clerk/Auditor, performs supervisory and professional auditing work in managing the County's internal audit functions.

ESSENTIAL FUNCTIONS

Manages the County's internal audits, including performance audits, compliance audits, and special request projects, designed to provide information to the Board of County Commissioners, establish expectations and accountability and generate a force for positive change.

Develops the audit program which primarily focuses on the performance of County departments, programs, and initiatives, with an emphasis on results/effectiveness and efficiency/economy.

Oversees all stages of internal audits including planning and time budgets, fieldwork and wrap-up.

Coaches team members on developing and implementing appropriate methodologies and producing various outputs.

Reviews workpapers; develops effective audit recommendations and drafts the Auditor's report.

Evaluates performance and conducts performance appraisals. Grants or denies leave requests. Assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action.

Complies with applicable statutes, policies, procedures and accounting/auditing standards.

Coordinates and attends meetings of the audit committee.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Appropriate professional standards, including the Government Auditing Standards.
Performance audit processes, procedures and techniques.
Government organizations, programs, activities and functions.

Skill in: Completing assigned duties and functions in a timely and effective manner.
Collecting information according to an established project plan.
Conceptualizing project findings and cross-cutting issues.
Working with others to achieve a project goal or objective.
Designing and implementing a selected methodology or technique.
Soliciting, receiving, analyzing and using information provided by staff and external sources.
Using correct spelling, grammar and punctuation.
Using standard office equipment, computers and work-related applications such as word processing, spreadsheets and data analysis programs.

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Ability to: Supervisory activities.
Promote open and honest communication with office staff, including performance and behavior feedback and conflict resolution.
Maintain objectivity and high standards of conduct in all scopes of work, including hostile environments.
Plan projects that addresses risks and client needs.
Manage the tasks, resources and time lines of multiple projects in an effective manner.
Effectively supervise and motivate team members.
Recognize the risks within a project.

PHYSICAL DEMANDS

Typically: Sits at a desk or table.
Works for sustained periods of time maintaining concentrated attention to detail.
Regularly: Walks, stands or stoops.
Uses standard office equipment.
Occasionally: Lifts or otherwise moves objects weighing up to 25 pounds.
Drives a motor vehicle.

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

WORKING CONDITIONS

Work is typically performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Bachelor degree from an accredited college or university in Accounting or other finance-related field and three (3) years of audit experience. A master degree from an accredited college or university in a field related to the job may substitute for one (1) year of related experience. Preference may be given to candidates with experience in auditing governmental entities.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Preference may be given to candidates with professional certifications (Certified Public Accountant, Certified Fraud Examiners, Certified Internal Auditor or Certified Government Auditing Professional.)

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.