

INTERNAL AUDITOR

DEFINITION

To perform financial, operational and performance audits to evaluate the efficiency, economy and performance of County departments and functions; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Board of County Commissioners.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Develops and implements goals and objectives; establishes standards for internal audits; implements policies and procedures.

Evaluates operations and activities of selected County programs; determines objectives and scope of audit; collects data; analyzes and evaluates program policies, procedures and processes; prepares related reports.

Presents reports and findings to appropriate County staff and representatives.

Evaluates financial and managerial internal controls, program costs and accomplishments and organizational structures.

Prepares various charts, flow diagrams and graphic presentations for oral and written reports.

Serves as liaison for the County with external auditors.

MINIMUM QUALIFICATIONS

Knowledge of:

Management theory and practices.

Principles and practices of business and public administration.

Auditing principles and practices.

LANE COUNTY
Internal Auditor (Continued)

Knowledge of:

Public finance and budgeting laws and procedures.

Program planning.

Governmental accounting principles and practices.

Statistical analysis and analytical techniques.

Capabilities of data processing applications.

Ability to:

Analyze problems and develop logical solutions.

Develop inventive and workable solutions to problems.

Communicate effectively, both orally and in writing.

Evaluate and apply management principles.

Perform quantitative and qualitative analysis.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare audit reports and documentation.

Perform mathematical calculations.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field.

LANE COUNTY
Internal Auditor (Continued)

Experience:

Two years of responsible government or business programs auditing or analysis experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.