



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2019-03

Posting Date: 3/11/19

Closing Date: 3/31/19

JOB DESCRIPTION

JOB TITLE:	INTERNAL AUDITOR	PAY GRADE:	140
DEPARTMENT:	AUDIT SERVICES	SALARY RANGE:	\$33,000 - \$46,200
SUPERVISOR:	DIRECTOR OF AUDIT SERVICES	REVISED:	MARCH 2018
		EXEMPT	

JOB SUMMARY:

Professional work performing compliance, performance, operational, financial, and IT audits for County operations (Board and Clerk). Duties include responsibility for review and appraisal of County operations to determine compliance with laws, rules and regulations, to enhance efficiency and effectiveness, and to assure the reliability, accuracy and completeness of records.

ESSENTIAL JOB DUTIES:

1. Plan audits and consulting engagements with due professional care by taking into consideration the engagement objectives and risk assessment level.
2. Conduct audits, follow-up audits, and consulting work of a highly technical or complicated nature, including (but not limited to) compliance, performance, operational, financial, and IT of a wide range of County and Clerk organizational operations/activities. Consulting work includes (but is not limited to) processes, work flows, coordination efforts, efficiency and effectiveness. Assemble and maintain comprehensive work papers that support conclusions and recommendations.
3. Prepare comprehensive audit memorandums and reports detailing conclusions and recommendations, and present findings and recommendations to the Board, Clerk, County Administrator and appropriate County Management.
4. Participate in performing an annual risk assessment of County and Clerk operations to assist in preparing the annual audit plan.
5. Participate in the writing and publishing of an audit newsletter.
6. Conduct fraud, waste, and abuse investigations and assemble comprehensive work papers that support conclusions and recommendations.
7. Participate in semi-annual Audit Services Planning and Priorities Committee (ASPPC) meetings.
8. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education: Graduation from an accredited university with a four-year degree in accounting, business administration or related field.

Experience: One year of experience in auditing, management consulting or accounting. Operational and/or government auditing experience preferred.

Licenses/Certificates:

CIA (Certified Internal Auditor), CFE (Certified Fraud Examiner), CGAP (Certified Government Auditing Professional) or CISA (Certified Information Systems Auditor) preferred.

Must have valid Florida driver's license, maintain automobile insurance and have reliable transportation.

EQUIPMENT USED:

Personal computer, calculator, copier, and facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Type at least 45 wpm.
- Ability to effectively communicate both orally and in writing. Knowledge of Business English, spelling, grammar and punctuation. Technical report writing skills preferred.
- Knowledge/experience of spreadsheet, word processing, e-mail and Internet environments, preferably MS Word and Excel.
- Ability to develop and maintain good working relationships with a wide range of employees and those offices being audited.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and American Institute of Internal Auditors Standards.
- Ability to perform duties with minimal supervision.
- Knowledge of standards, procedures and practices for financial, compliance and performance audits.
- Knowledge of systems of internal controls.
- Ability to apply auditing, management consulting and accounting knowledge to the wide variety of policies, practices and systems found in a large and complex governmental organization, and to evaluate compliance with requirements.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and County policies and procedures.
- Ability to type necessary work papers/reports within established time constraints.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Field and office environment.

Frequent:

Flexible hours and travel as required. Must have reliable transportation.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

****Employment preference is given to applicants who do not use a tobacco product(s)****

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.