

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: AUDIT COORDINATOR**

Posting# 2220-0215jhm

### REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma - internet printouts & photocopies are acceptable
- Professional certifications

**STARTING SALARY: Step 46, \$26.40 per hour, \$2,112 Bi-weekly** *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** February 13, 2015

**CLOSING DATE:** Open Until Filled

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - -** <http://www.utahcounty.gov/jobs>

**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.

**DUTIES INCLUDE:** 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.

### EVALUATION AND SELECTION FACTORS INCLUDE:

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

**Skills:** 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.

**Ability:** 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.

**REQUIREMENTS FOR EMPLOYMENT:** Bachelor degree from an accredited college or university in Accounting or other finance-related field and three (3) years of audit experience. A Master's 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. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

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

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.