



Audit Manager

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 728
Supervisory: Yes
Reports to: Chief Deputy – Clerk/Auditor

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage county internal audits, including but not limited to performance audits, compliance audits, and special request projects; provide information to the Board of County Commissioners; establish auditing expectations and accountability requirements; champion efforts for positive change.
2. Develop county audit program; primarily focus audit efforts on the performance of County departments, programs, and initiatives; emphasize effective results, efficiencies, and economy.
3. Identify and recommend areas of concern to management; determine annual audit plan per management feedback.
4. Manage all stages of internal audits, including planning and time budgets, fieldwork, and wrap-up.
5. Prioritize and schedule audit projects and assignments to comply with overall audit plans and objectives.
6. Provide training and coaching to team members; assist in developing and implementing appropriate methodologies and producing desired outputs.
7. Draft Auditor's report; review workpapers; develop and present effective audit recommendations.
8. Evaluate performance and conduct performance appraisals.
9. Grant or deny leave requests.
10. Assist in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action.
11. Comply with applicable statutes, policies, procedures and accounting/auditing standards.
12. Coordinate and attend audit committee meetings.

For Office Use Only

Job Code: 2222
Job Title: Audit Manager
FLSA: Exempt
Effective Date: 5/27/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

Knowledge, Skills, and Abilities

- Knowledge of internal auditing standards, procedures, techniques and internal controls
- Knowledge of appropriate professional standards, including the Government Auditing Standards
- Knowledge of performance audit processes, procedures and techniques
- Knowledge of government organizations, programs, activities and functions
- Skilled in conceptualizing project findings and cross-cutting issues
- Skilled in designing and implementing a selected methodology or technique
- Skilled in soliciting, receiving, analyzing and using information provided by staff and external sources
- Skilled in analyzing and interpreting complex data, drawing sound conclusions and creating reports
- Skilled in performing mathematical and accounting computations and solve a variety of complex mathematical, statistical and accounting problems
- Skilled in conducting a methodical examination, including researching issues through resolution
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to work independently within established policies, procedures, and guidelines
- Ability to plan work, projects, develop strategies, and supervise multiple assignments
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships
- Ability to promote, implement, and apply policy decisions
- Ability to support and comply with division budget
- Ability to provide professional consulting services
- Ability to follow verbal and written instructions
- Ability to interpret and apply policies and procedures
- Ability to apply and articulate professional standards and procedures
- Ability to respond effectively in stressful situations
- Ability to lead peer review and consult with other auditors
- Ability to work with computer software related to job-specific duties
- Ability to promote open and honest communication with office staff, including performance and behavior feedback and conflict resolution
- Ability to maintain objectivity and high standards of conduct in all scopes of work, including hostile environments
- Ability to plan projects that address risks and client needs
- Ability to manage the tasks, resources and time lines of multiple projects in an effective manner
- Ability to effectively supervise and motivate team members
- Ability to recognize the risks within a project

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Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may occasionally expose the incumbent to high-stress situations including contact with others in uncomfortable, confrontational, or emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is regularly required to walk, sit, stand, stoop, talk, and hear. Specific vision abilities by this job include close vision, the ability to adjust focus, and the ability to distinguish between shades of color and patterns. The employee typically works at a desk and regularly works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift or move supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, or other closely related field.
2. Six (6) years of professional work experience in auditing, accounting, and/or management review and assessment of which three (3) years are in auditing.

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3. 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.

Preferred Education and Experience

1. Preference may be given to candidates with experience in auditing governmental entities.
2. Preference may be given to candidates with professional certifications including, but not limited to Certified Public Accountant, Certified Fraud Examiners, Certified Internal Auditor or Certified Government Auditing Professional.
3. Preference may be given to individuals with supervisory or management experience.
4. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Incumbents are required to complete Certified Internal Auditor certification within twelve (12) months of hire.
2. Incumbents are required to maintain certifications through continuing education courses for all certifications held during County employment.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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