



Staff Internal Auditor

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Audit Manager

Summary

Under general supervision of the Audit Manager, performs a variety of audits, including financial, performance, compliance and operational audits. The Staff Internal Auditor conducts investigations and performs contract reviews and financial analyses.

Essential Functions

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

1. Examine department programs and activities to evaluate efficiency and effectiveness of operations to prevent waste and safeguard assets.
2. With the Audit Manager, develop a risk-based fieldwork audit program; plan audit scope and perform risk assessments.
3. Examine internal controls in major financial processes to determine their adequacy in preventing fraud and waste, and safeguarding assets.
4. Examine contracts; assess compliance with contract provisions.
5. Conduct investigative audits; review allegations of fraud, waste, and abuse.
6. Present oral and written reports to management; communicate findings as appropriate throughout audit; present recommendations regarding the adequacy and effectiveness of department control systems.
7. Work with Audit Manager or Senior Internal Auditor in consulting with County management on operating issues.
8. Analyze complex department operations for efficiency, effectiveness, and compliance with policies and procedures.
9. Evaluate department responses to audit reports; perform assigned follow up audits of department action plans.
10. As assigned, perform quality control reviews of other staff members' work.

Knowledge, Skills, and Abilities

- Knowledge of internal auditing standards, procedures, techniques, and internal controls
- Knowledge of governmental accounting principles, methods, and practices

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FLSA: Exempt
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Public Safety: No

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

- Knowledge of management principles, methods, and practices
- Knowledge of computer application systems, i.e., accounting, purchasing, etc.
- Knowledge of data extraction and analysis software tools
- Knowledge of national, state, and local government systems and their relationships
- Skilled in using computers, software, and audit tools related to job-specific duties
- Skilled in problem solving and analyzing complex County operations
- Skilled in extracting and analyzing data
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to establish and maintain effective working relationships
- Ability to plan work, develop audit methodology, and complete assignments within established deadlines
- Ability to work independently within established policies, procedures, and guidelines
- Ability to communicate clearly and concisely both verbally and in writing
- Ability to act ethically
- Ability to exercise independent judgment in solving problems
- Ability to exercise judgment and discretion in dealing with interpersonal relationships, public relations, and writing on behalf of the Clerk/Auditor
- Ability to assist Commissioners and Department Heads in developing and furthering County policy priorities in a political environment

Supervisory Responsibility

This position has no direct supervisory responsibility but 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,

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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. One (1) year of auditing experience or related experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. 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. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. 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.

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Utah County Government is a drug-free workplace.

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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