



**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: ASSOCIATE AUDITOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to assist with providing professional auditing and investigative services for an assigned department of the Clerk & Comptroller. Work involves assisting on audits and investigations to: evaluate the effectiveness, efficiency and economy of operating policies, procedures and systems; determine compliance with laws and regulations; and, investigate instances of fraud, waste, abuse, unethical conduct and mismanagement. Employees in this classification are responsible for documenting and analyzing information, evaluating activities, and summarizing results in reports. Incumbent will also support the guardianship education monitoring and outreach program, including conducting guardianship audits and investigations. Work is performed in accordance with applicable professional standards. Essential functions, as outlined herein, are performed in accordance with the established productivity standards for the function of assignment. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assists with conducting audits, investigations and other reviews; assists in establishing objectives and work programs; identifies and evaluates key risks; determines adequacy and effectiveness of internal controls, and compliance with policies, laws, regulations and good business practices

Participates in developing audit and investigative procedures and work programs to adequately cover scope

Collects, documents, analyzes, and appraises data and results; concludes on conditions

Assists with investigations and other reviews involving fraud, waste, abuse, ethical misconduct and mismanagement

Identifies areas of weakness or noncompliance; prepares audit findings and recommendations; presents findings and recommendations for corrective action or improvement; and assists in preparing audit reports

ASSOCIATE AUDITOR

Demonstrates ability to apply current audit and investigatory professional standards and management principles to the variety of policies, practices and systems found in a large and complex governmental organization, and evaluates compliance with requirements

Consults with management and staff to review operations and activities, review and resolve problems, receive advice and direction, and provide recommendations

Travels to all Clerk & Comptroller office locations when required in the performance of position responsibilities

Demonstrates ability to apply computer applications and software

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of trends and developments in governmental auditing and governmental accounting principles and practices

Maintains established organizational/departmental productivity standards

Safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Business, Criminal Justice or related field; supplemented by three (3) years recent and relevant experience in auditing or investigatory work; or an equivalent combination of education, training and experience. Strong analytical and communication skills are required. Professional certification in one or more of the following is preferred: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), Certified Fraud Examiner (CFE), or Certified Government Auditing Professional (CGAP).

