

Classification Title: Internal Auditor

FLSA Status: Exempt

BRIEF DESCRIPTION: Perform operational and financial risk based audits or reviews of departments and functions within Wake County, organizations funded with county appropriations, and organizations classified as sub-recipients. The work will include reviews and assessments of internal controls, test of compliance with federal and state rules and regulations, test of adherence to County policies and procedures, evaluation of business processes and investigations of alleged improper transactions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Consults with County Departments to provide business process knowledge and improve efficiencies. Assists Departments with computer systems upgrades and when enhancements to program processes are required or policies and procedures to change.
2	S	Document the internal control system and test the controls assessing for the risk within a business process. Review key internal controls and their effectiveness by performing walkthroughs documenting process flows. Assist County management in the re-engineering of business processes requiring improvement resulting from work performed.
3	S	Plan, design and conduct audits and/or reviews of organizational, functional and contractual activities as assigned by the Internal Audit Director. Investigates allegations of fraud, waste and abuse. Interviews personnel and reviews documentation.
4	S	Participate as project member or lead in developing and presenting employee training on new or revised regulations or policies and procedures.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Accounting, Finance or related field.
Experience	Four years experience in Governmental Auditing.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	CPA, CIA, CICA, CISA, or CFE is required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Makes presentations and answers questions in regard to findings and recommendations.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, audit bag, telephone, laptop, computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other (see 1 below) X

(1) Potentially wherever the County conducts business or works.

PROTECTIVE EQUIPMENT REQUIRED:

None