

Classification Title: Internal Audit Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Oversees a risk-based internal audit function for the County. The Director advises County Management about internal controls, compliance with federal and state regulations, system development and business process improvement. Internal Audit Director provides management with analysis, data and recommendations to assist Departments with meeting their goals and objectives. Internal Audit works closely with the County Manager’s and County Attorney’s office and the Finance Department.

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	Leads and reviews the work of the internal audit team. Plans and executes work consisting of reviewing financial, organizational and contractual activities within the County and external entities with mutual financial interest. Studies the overall mission of a program, management objectives, regulations, structure, financial history and budgets. Assesses program data and analyzes results. Reports findings and recommendations mitigating risk to acceptable levels.
2	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 change.
3	S	Reviews and assesses internal control. Documents policies and procedures and tests to determine compliance and effectiveness. Studies systems to identify control weaknesses and develops recommendations for improvement.
4	S	Investigates allegations of fraud, waste and abuse. Interviews personnel and reviews documentation. Determines course of action and interacts with departments and/or legal or law enforcement staff. Results of investigations are communicated to the County Manager and County Attorney, Board of Commissioners and external parties such as other attorneys or governmental agencies.
5	S	Serves on committees to facilitate improvements or changes assessing the implications and communicating potential solutions effectively to the committee.

CLASSIFICATION REQUIREMENTS:

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Education	Master's degree in Accounting preferred. Bachelor of Arts or Science in Accounting, Finance or related field.
Experience	Seven years of Governmental audit experience in internal or external auditing. Knowledge of ACL or other computer assisted audit software preferred.
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 Broad Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents. May recommend budget allocations for the Internal Audit Division.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires 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 to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external and internal customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

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:

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.