

FAYETTE COUNTY

AUDITOR (Controllers Office)

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform detailed financial analyses and prepare reports related to audits of county offices/agencies.

ESSENTIAL FUNCTIONS OF JOB

1. Performs audits of various county offices and agencies.
2. Prepares detailed reports of audit findings in a timely manner.
3. Reconciles cash accounts, checks, vouchers against expenditures records for compliance with applicable county policies and procedures regarding such transactions.
4. Conducts test checks of large volume operations to determine accuracy and completeness of records.
5. Discusses findings with supervisors and makes appropriate recommendations.
6. Travels frequently to District Justice offices and other locations to perform audits and other job duties.
7. Evaluates internal controls to determine compliance with applicable sections of county code.
8. Provides assistance to offices regarding accounting procedures.

OTHER DUTIES OF THE JOB

1. Attends meetings and training sessions as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from the Controller in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels occasionally, to various agencies and offices to conduct audits or perform other job duties.
5. Subject to working flexible or additional hours when work schedule demands.

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Position Description

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit, stand and walk intermittently throughout the workday, with occasional periods of twisting, bending, stooping, reaching, carrying, pushing and pulling necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS**A. EDUCATION/TRAINING**

Bachelor degree or Associates degree in Accounting with relevant experience; computer training required in financial/statistical software programs.

B. WORK EXPERIENCE

1-2 years working experience in government, finance or accounting background; preferred prior experience and/or training in auditing; OR, any equivalent combination of experience/training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently yet work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to county and department information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment in order to perform essential job duties.
7. Must possess a willingness to travel as needed for meetings, audits, or other job-related duties.
8. Must possess knowledge of commonly accepted accounting principles and procedures.
9. Must possess ability to assemble, analyze and prepare reports and statements of financial data.
10. Must possess ability to apply and adapt established accounting methods to a variety of accounting transactions and situations within the County.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (CONT'D)

11. Must possess ability to analyze and interpret accounting records, and to research issues in question.

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.