

**CLERK OF COURTS
Brevard County, Florida**

INSPECTOR GENERAL AUDITOR

Title: Inspector General Auditor
Brevard Clerk of Court
Department: Inspector General
Salary Range: \$50,000.00 - \$65,000 depending on education and experience
FLSA Classification: Exempt/Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance
Life insurance
FRS Retirement
18 sick/vacation days per year
11 paid holidays per year

SUMMARY DESCRIPTION

Under the direction of the Inspector General, is responsible for the planning, executing, and reporting of audits related to activities under the control of the Board of County Commissioners and Clerk of Courts. The purpose of such work is to analyze, evaluate and report on the effectiveness of procedures, programs, and operating controls. Awareness of potential fraud, waste, and abuse is an essential element of this position. Once adequately trained, this position serves as both an investigator and auditor for the Department and will be involved in various audits and assignments. This position is distinguished from others in this classification by the level of experience, education, and training required as well as the complexity of work performed.

EXAMPLE OF WORK PERFORMED:

(Note: This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.)

Assist in risk-based planning of audits.

Conducts all phases audits including developing a written plan, maintaining work papers, conducting and documenting interviews, field work, writing draft reports, and conducting necessary follow-up.

Examines and analyzes accounting records, controls, operations, policies, and procedures. Determines the validity and propriety of financial records and transactions; assesses the effectiveness of controls, the efficiency and effectiveness of operations, and compliance with laws, policies, and procedures.

Confers with management concerning audit or investigative results and recommendations.

Prepares draft reports summarizing findings and presents to the Inspector General for review.

Assists state, federal, and other independent auditors as directed, and reviews audit reports.

Once properly trained, will plan, conduct, and manage investigations relating to areas of fraud, waste or abuse of government resources, guardianships or any other area falling within the jurisdiction of the Inspector General.

Performs other duties as required.

KNOWLEDGE, SKILL AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class.)

Possess a working knowledge of auditing theory and principles, practices, and governmental accounting.

Ability to effectively communicate both verbally and in writing.

Ability to work effectively with people and exercise sound judgment in evaluating situations and making decisions.

Work requires proficiency in application software, including development of customized spreadsheets, use of data bases and word processing.

Ability to research and understand statutes, policies, and manuals to ensure compliance to applicable written directives.

Ability to manage multiple tasks and changing priorities while meeting critical deadlines.

Possess a working knowledge of County government in Florida and understand the dynamics of the relationship with the Board of County Commissioners.

Knowledge of accounting, management, and internal controls.

Skill in financial calculations, analysis, and reporting, organizing and prioritizing work.

Ability to develop skills in interviewing and conducting investigations.

Skill in the operation of computer software and hardware sufficient to enter, retrieve, and extrapolate data.

Ability to analyze data and prepare reports.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or a related field from an accredited college or university.

Experience in law enforcement, governmental operations, accounting or auditing is preferred.

Professional certification in one or more of the following is preferred (or commit to obtaining): Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Inspector General Auditor (CIGA), Certified Internal Auditor (CIA), Certified Inspector General Investigator (CIGI) or Certified Government Auditing Professional (CGAP).

APPLICATION PROCESS:

Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or you may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999.

Employment applications may be printed and submitted from our website at www.brevardclerk.us.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace.