Internal Auditor I

**Salary**

$1,986.93 Biweekly

**Location**

Georgetown: 710 Main Street, TX

**Job Type**

Full-Time

**Department**

County Auditor

**Job Number**

14.01923

**Closing**

Continuous

* [**DESCRIPTION**](https://www.governmentjobs.com/careers/williamsonco/jobs/3463584/internal-auditor-i?page=3&pagetype=jobOpportunitiesJobs#details-info)
* [**BENEFITS**](https://www.governmentjobs.com/careers/williamsonco/jobs/3463584/internal-auditor-i?page=3&pagetype=jobOpportunitiesJobs#details-benefits)
* [**QUESTIONS**](https://www.governmentjobs.com/careers/williamsonco/jobs/3463584/internal-auditor-i?page=3&pagetype=jobOpportunitiesJobs#details-questions)

**JOB SUMMARY**

* Responsible for scheduling and performing financial, operational, compliance and assurance audits of elected and appointed offices throughout the County
* Assists offices in meeting goals by making recommendations for process improvements and providing skilled follow-up when necessary
* Interacts with elected officials, department heads, managers and supervisors regarding audit findings and remedies, improving work processes and evaluating resources needed
* Exercises independent judgment within established procedural guidelines; maintains independence and objectivity and communicates in a professional manner

**EXAMPLES OF WORK PERFORMED**

* Performs full charge audits of essential county offices using proven audit theory
* Researches and applies knowledge of local, state, and federal government statutes and other legislative changes as they apply to the County Auditor's audit responsibilities
* Notifies and interviews pertinent personnel regarding risk, audit scope, and objectives
* Evaluates and maps processes while identifying control strengths and weaknesses within the office
* Prepares and/or adjusts the audit program to adequately identify audit objectives
* Focuses on transaction testing through sampling and tracing financial activity back to the general ledger; reviews internal controls, and completes compliance testing
* Reviews bank reconciliations along with reports completed by fee collecting offices for accuracy
* Supports county offices by researching questions and providing guidance
* Writes audit reports and summarizes any audit findings, associated cause and effect, and makes recommendations as needed; follows up on past recommendations
* Submits audit reports, with supporting documentation, through the review process prior to being released
* Travels to meet with department heads/elected official to review audit findings
* Evaluates audit results and makes recommendation to improve and strengthen internal controls surrounding manual and automated accounting systems
* Distributes final audit reports to appropriate personnel after acquiring review and approval of the draft audit report
* Provides support and suggestions to offices for improving efficiencies
* Communicates frequently with County Auditor personnel, other County personnel, department heads and elected officials as it applies to the position
* Assists county personnel who handle cash in resolving overages and/or shortages of cash
* Readily complies with departmental and county-wide policies and procedures.
* Performs special projects as assigned
* The physical demands and environmental factors listed below, as well as regular attendance, are essential functions of this position

**PHYSICAL DEMANDS:**

* Position involves sitting at a desk or a computer workstation, typing, filing, making copies, standing and communicating to department personnel, county personnel, elected officials, Commissioners Court members, and various external agencies
* Traveling to various county sites
* Occasional lifting of 25 lbs, kneeling, squatting, bending, walking

**ENVIRONMENTAL FACTORS:**

* Work is primarily indoors in an air-conditioned, smoke free office; may occasionally offer the opportunity to work remotely from home (requires Supervisor approval)

**MINIMUM QUALIFICATIONS**

* Bachelor's degree in Accounting, Finance or related field
* Certified Government Auditing Professional certification or the ability to successfully complete the new assessment-based certificate program within 24 months of it becoming available
* Basic knowledge of auditing standards and accounting principles
* Ability to understand and analyze a variety of programs
* Ability to prepare written audit reports with recommendations
* Excellent interpersonal, oral and written communication skills
* Able to work effectively with county employees, management, and officials in a pleasant, professional manner
* Strong organizational skills and proven ability to maintain accurate, detailed records
* Able to work under pressure, produce accurate work and meet established deadlines
* Dependable, resourceful, and able to work independently and to maintain strict confidentiality
* Experience working with various computer applications like financial systems, timekeeping, e-mail, word processors, spreadsheets, databases, etc.
* Able to operate various office machines in a proficient manner
* Able to travel between county sites to perform audits
* Maintain a satisfactory Motor Vehicle Record

**EMPLOYMENT TESTING:**

* Employment is contingent on passing post-offer, pre-employment, and periodic drug testing and criminal background investigations

**PREFERRED REQUIREMENTS**:

* Experience with government accounting/auditing
* Certified Government Audit Professional (CGAP)
* TeamMate electronic workpaper software experience

**IRREGULAR HOURS:**

* Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements
* Non-essential unless designated by department heads

**ORGANIZATION RELATIONSHIPS:**

* Reports directly to – Assistant Internal Auditor Director
* Number of Direct Reports- 0

**FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

* Exempt (Salary)

**SUPPLEMENTAL INFORMATION**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

**TOBACCO FREE WORKPLACE POLICY**

**Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.**

**ADDITIONAL INFORMATION**

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA).  If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

**Agency**

Williamson County

**Address**

Human Resources
100 Wilco Way, Suite HR101
Georgetown, Texas, 78626

**Phone**

512-943-1533

**Website**

<http://www.wilco.org/hr>