

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE  
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT  
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY RANGE</u>	<u>ISSUED</u>
<b>INTERNAL AUDITOR</b>	\$58,000-\$63,000/YR/DOQ	2-27-2015

**WEBER COUNTY ADMINISTRATIVE SERVICES - FULL-TIME WITH BENEFITS**

JOB SUMMARY Under the general guidance and direction of the Weber County Audit Committee performs complex professional auditing work and audits, as prioritized by the Weber County Audit Committee and in accordance with Utah State Code 17-19a-206.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Under the direction of the Audit Committee, conducts a risk assessment of the various county departments and related organizations to determine the nature, scope and direction of audits to be performed. Conducts complex financial, performance, compliance and/or programmatic audits from inception to completion in accordance with generally accepted auditing standards and County Policies and procedures. Analyzes, summarizes and/or reviews data, reports findings, interprets results and/or makes recommendations. Writes or drafts correspondence, reports, documents, and/or other written materials. Evaluates compliance with applicable federal and or state laws, regulations, and/or county policy, ordinances, standards and guidelines, etc. Gathers documentation to support negotiated resolution of non-compliance issues. Consults with County management to ensure that management creates and maintains a working system of internal controls. Reviews grant programs to ensure that all fiscal requirements are met and that all parties perform their financial obligations under the grant. Other assignments/special projects as assigned by the Audit Committee. Upon approval from the Audit Committee, assists with audits performed by the County Auditor.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in Accounting, Business Administration, or a related field. Preference may be given from the following credentials: Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner or other applicable certification AND A minimum of three years experience in operational and/or financial auditing in a public accounting, large company or governmental environment. OR Any equivalent combination of education and experience.

Thorough knowledge of principles, theories, and practice of auditing, including standards of the Institute of Internal Auditors, governmental Accounting Standards Board, American Institute of Certified Public Accountants, and Government Finance Officers Association; Understanding of interviewing techniques; Understand applicable laws, rules, regulations and/or policies and procedures; Understanding of effective internal control procedures. Ability to apply generally accepted accounting principles and auditing standards to governmental situations; ability to communicate effectively verbally and in writing; ability to perform detailed audits, using independent initiative and judgment in determining the required scope; establish and maintain cooperative/effective working relationships with supervisors, other employees, staff in other County departments, parties at other agencies and organizations, and the general public. Successful applicant may be subject to a background investigation.

TOOLS AND EQUIPMENT USED Computer hardware and software, including spreadsheet, database and word processing software.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSED ON MARCH 13, 2015

APPLICATION AVAILABLE AT [www.co.weber.ut.us](http://www.co.weber.ut.us) AND MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

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