



## Salt Lake County Job Description

### Audit Manager

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**DEPARTMENT:** Auditor's Office

**DIVISION:** Audit Division/7600

**JOB CODE:** 564 **GRADE:** 017

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 04/01/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Plans the most complex audit programs. Supervises a group of auditors engaged in reviewing, evaluating, and recommending changes in performance, financial, information systems, and operating procedures. Maintains effective communications with department heads and assists senior management in administering and managing the agency's directives.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, or other closely related field, plus six (6) years of related experience managing Auditing or Accounting professionals, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not substitute for the required supervisory experience.

Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA) may be preferred.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Plans and supervises the work of internal auditors performing financial, performance, information systems, compliance, operational, and investigative audits within an assigned area.
- Identifies and recommends areas to Audit Management for the annual audit plan.
- Prioritizes and schedules audit projects and assignments to comply with overall plans and objectives.
- Monitors and prepares administrative reports on audit projects and other assigned activities and prepares progress reports for senior management.
- Performs an ongoing quality control review of audits and projects.
- Directs, monitors, and supervises audit follow-up activity; counsels and guides auditors, and senior auditors.

- Completes performance evaluations for individual auditors on each specific audit assignment.
- Reviews, edits, and discusses all audit reports with agency management.
- Presents oral briefings when necessary.
- Assists senior management in evaluating overall results of audits and in accomplishing administrative tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Internal auditing standards, procedures, techniques and internal control
- Management principles, methods, and practices
- Accounting methods, principles, and practices
- Investigative methods and practices
- Information systems, standards, procedures, and techniques
- Information systems' general and application controls
- Data extraction and analysis software tools

#### **Skills and Abilities to:**

- Analyze and interpret complex data, draw sound conclusions and create reports
- Work independently within established policies, procedures, and guidelines
- Plan work, projects, develop strategies, and supervise multiple assignments
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships
- Promote, implement, and apply policy decisions
- Support and comply with division budget
- Provide professional consulting services
- Relate to individuals of diverse social, economic and ethnic backgrounds
- Follow verbal and written instructions
- Interpret and apply policies and procedures
- Apply and articulate professional standards and procedures
- Respond effectively in stressful situations
- Perform mathematical and accounting computations and solve a variety of complex mathematical, statistical and accounting problems
- Conduct or manage investigations and interviews
- Conduct a methodical examination including researching issues through resolution
- Lead peer review and consult with other auditors
- Work with computer software related to job specific duties

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Travels to locations throughout the County.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised: 01/16/2017/MB