

ASSISTANT AUDITOR

DEFINITION

Performs a variety of professional auditing work of moderate complexity related to operations, management controls, policies, practices, performance, and financial records.

TYPICAL DUTIES

- Conducts a variety of professional auditing duties of moderate complexity related to operations, management controls, policies, practices, performance, and financial records.
- Assists in evaluating District operations in terms of their adherence to prescribed policies and applicable laws and regulations, operational efficiency, economical use of property and personnel, effective control over expenditures, receipts, revenues and assets, proper accounting for financial transactions, production and reporting of accurate, reliable, timely, and useful financial data.
- Examines assigned records to determine the accuracy of presentation of facts, propriety and legality of transactions, and compliance with established policies and procedures.
- Fully utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheet, presentation, word processing, and graphics in completing assigned projects.
- Gathers and compiles comprehensive information about the organization or function to be audited.
- Documents completed audit work in a clear and organized manner to facilitate review by management staff.
- Assists in conducting special investigations to resolve discrepancies discovered by audits.
- Prepares reports, presentations, and correspondence containing descriptive, analytical, and evaluative content related to assigned auditing work.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Auditor** performs professional auditing work of moderate complexity related to operations, management controls, policies, practices, performance, and financial records.

An **Auditor** conducts complex operational, performance, compliance, and financial audits of organizational units of the District or of specially funded programs.

A **Senior Auditor** acts as a lead over an audit team and plans and conducts complex and difficult internal operational, compliance, performance, and financial audits of major organizational units of the District or of specially funded programs.

SUPERVISION

Immediate supervision is received from higher level auditing staff. Work direction may be provided by an Auditor.

CLASS QUALIFICATIONS

Knowledge of:

Principles, theories, and practices of auditing and accounting
Current trends and developments in accounting
Laws and rules concerning governmental auditing and accounting
Principles of management and organization
Capabilities of computer systems, software, and hardware used in auditing
Methods and techniques of research and management analysis
Principles of customer service and public relations

Ability to:

Understand, interpret, and apply laws, rules, regulations, policies and procedures related to governmental auditing
Gather pertinent facts and data, make thorough analyses, and arrive at sound conclusions
Effectively utilize office software and computer equipment in the performance of duties
Make accurate observations and obtain objective information
Work effectively with officials and employees of the District
Communicate effectively orally and in writing
Prepare clear and concise reports
Make routine presentations in a group setting
Plan and organize work to meet deadlines
Learn and effectively utilized specialized computer software related to assigned function
Learn accounting policies, procedures, and requirements of the District
Learn quickly the specialized procedures and functions of various operating units of the District

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A bachelor's degree from a recognized four-year college or university preferably with a major in accounting, finance, business administration, economics or a closely related field or a valid license to practice as a Certified Public Accountant in California **AND** one year of professional level full-time paid experience in auditing with an internal or commercial auditing department or firm, or in accounting. Experience with a public agency is desirable.

OR

- B. A master's degree from a recognized college or university in accounting, finance, business administration, economics, or a closely related field.

Special:

A valid Class "C" California driver's license.
Access to an automobile.