

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

Posted: 07/03/2018
\$37.86/hour
37.5 hours/week
1950 hours/year

JOB TITLE: Inspector General

SALARY RANGE: \$73,827 - \$136,617

JOB SUMMARY:

Under the direction of the Clerk of Court, is responsible for directing the audit and investigative programs of the Clerk's Office and the Board of County Commissioners in order to help ensure proper financial data and controls, operational efficiency, and effectiveness. Also, investigates potential fraud, waste, or abuse situations. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Develops a comprehensive audit plan identifying proposed audits according to risk exposure of County activities.
- Examines and analyzes accounting records, operations, policies and procedures. Determines the validity and propriety of financial records, effectiveness of controls, efficiency of operations, and compliance with laws, policies, and procedures.
- Develops and maintains continuous auditing activities in accordance with the overall plan and any requirements of state laws, regulations, or county policies and procedures.
- Confers with management concerning audit results and recommendations. Prepares reports summarizing findings and presents to management.
- Provides managerial oversight to the Division of Inspector General. Directs all audits, investigations, and other activities. Ensures that all activities adhere to applicable standards. Establishes work schedules, work assignments, goals and priorities to staff; ensures that work schedules are met. Evaluates employee performance. Trains division staff.
- Assists state, federal and other independent auditors and agencies as required. Reviews resultant audit reports.
- Serves as a consultant to management regarding best practices in areas of expertise.
- Serves as Chief Audit Executive and performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelors degree in accounting, finance, business or a related field from an accredited college or university.
- Seven years of related experience, including audits and investigations.
- Certification as a Certified Internal Auditor (CIA) , or Certified Public Accountant (CPA).

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles.
- Knowledge of principles and practices of governmental accounting, auditing, and financial reporting.
- Knowledge of internal accounting controls.
- Knowledge of the Code of Professional Ethics and Standards for External and Internal Auditors promulgated by the American Institute of Certified Public Accountants and the Comptroller General of the United States.
- Knowledge of laws, regulations, policies and practices related to auditing and investigations.
- Knowledge of supervisory practices such as training, work assignment and review, evaluations, etc.
- Working knowledge of information technology and IT controls.
- Skill in interviewing and conducting interrogations.
- Skill in financial calculations, analysis, and reporting.
- Skill in preparing and making presentations.
- Skill in analyzing data and preparing reports.
- Skill in project management.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to fluently read, interpret, speak, write, and understand the English Language
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Walking, Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.