

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

JOB TITLE: Inspector General Auditor II

SALARY RANGE: \$40,794 - \$75,816

JOB SUMMARY:

Under the direction of an auditor or the Inspector General, is responsible for the planning, executing, and reporting of audits and investigations in order to analyze and evaluate the effectiveness of procedures, programs, and operating controls. Also plans and conducts investigations relating to potential fraud, waste, and abuse. This position is distinguished from others in this classification by the level of experience, education, and training required as well as the complexity of work performed. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act; however, if the salary paid is below the Federal threshold, the employee will be considered non-exempt and will be paid applicable overtime wages.

ESSENTIAL DUTIES:

- Conducts and completes all phases of the audit process—survey, audit plans and programs, field work, reporting, and follow-up for assigned areas.
- Examines and analyzes accounting records, operations, policies and procedures. Determines the validity and propriety of financial records; assesses the effectiveness of controls, the efficiency and effectiveness of operations, and the compliance with laws, policies, and procedures.
- Confers with management concerning audit results and recommendations. Prepares reports summarizing findings and presents to management.
- Assists state, federal, and other independent auditors as required, and reviews resultant audit reports.
- Plans and conducts investigations relating to fraud, waste, or abuse. Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Public Administration or a related field from an accredited college or university.
- Two years of related experience.
- Certification as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) or the ability to acquire such certification.
- Valid Florida driver's license.

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 laws, regulations, policies, and practices related to auditing.
- Knowledge of internal accounting and management controls.
- Knowledge of the International Standards for the Professional Practice of Internal Auditing.
- Skill in financial calculations, analysis, and reporting.
- Skill in organizing and prioritizing work.
- Skill in project management.
- Skill in interviewing and conducting investigations
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- 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:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

#### 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 operate motor vehicles (when required).
- 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.