

Senior Auditor

Job Code 50023631

General Description

Responsible for performing professional audit tasks, including risk assessment and assistance with the annual audit plan.

Examples of Tasks

Supervise internal audit staff.

Gather information on an operation through questionnaires, interviews with operating personnel, and review of operational information.

Identify appropriate governmental auditing standards and other federal and state laws and regulations that apply to the specific area and type of audit being performed.

Identify and prepare a listing of control weaknesses and evaluate the adequacy and effectiveness of the internal controls.

Prepare an internal control questionnaire to help identify risks which may be involved in an operation.

Develop an audit plan and program for the assigned audit.

Conduct the audit as outlined by reviewing transactions, documents, reports, etc. for audit issues.

Prepare workpapers and provide sufficient, competent and relevant information to form an opinion of the operation.

Evaluate areas audited and analyze deficiencies in terms of risk, impact on operations and other implications.

Develop recommendations for the correction of unsatisfactory conditions, improvements in operation and reduction in costs.

Prepare audit findings and recommendations.

Organize and maintain the audit file.

Prepare a draft report for management.

Plan, schedule, train and monitor work others.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Auditing standards, codes, laws and regulations.

Skill in: Preparing reports, ICQs, audit plans and programs, working papers, interacting with often-hostile auditees, establishing rapport with others, evaluating the strengths and weaknesses of internal controls, finding audit sources, preparing recommendations, prioritizing work load, intermediate accounting, personal computing, delivering presentations and communicating with others, website maintenance.

Ability to: Understand auditing standards, relevant laws, interpret legal and technical documents, perform intermediate math, negotiate with others, explain work problems, perform

interviews with auditees, conduct training., troubleshoot and diagnose internal control weaknesses.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements

Bachelor's degree in accounting or related field.