

CLASS TITLE: INVESTIGATIVE AUDITOR

Class Code: 02641900
Pay Grade: 33A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing and supervising the work of a staff engaged in the performance of investigative audits of a complex nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior who assigns duties and responsibilities in broad outline and reviews work upon completion for conformity with instructions and generally accepted auditing and accounting standards and principles.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of professional, technical and clerical personnel; reviews work in progress and upon completion for adequacy, propriety and conformity with instructions and generally accepted auditing and accounting standards and principles.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing and supervising the work of a staff engaged in the performance of investigative audits of a complex nature.

To consult with staff members relative to unusually complex important auditing problems and legal interpretations.

To review reports of internal controls and procedures and revise or amend audit programs; as required to develop and install new or improved accounting systems.

To confer with public officials, including mayors, finance directors, departmental directors and other state, local and federal officials on matters of programs, operations and procedures and make recommendations on matters of policy, standards and procedures.

To outline programs and procedures and recommend type of mechanical equipment in its use.

To review accounting and auditing procedures, work schedules and assignments to determine their adequateness and propriety by frequently reviewing work in progress.

To review and study reports and findings and make own recommendations to a superior.

To train and instruct staff members in the use of accepted auditing principles and practices as related to the work of their particular organization.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting; a thorough knowledge of the principles of corporation and governmental finance; the ability to analyze and interpret complex accounting systems, procedures and financial reports and to prepare final reports and financial statements; the ability to design, develop and install various accounting systems; the ability to plan, organize, supervise and review the work of a professional staff engaged in auditing work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment in a supervisory position involving the auditing of complex accounting systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 13, 1985

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