



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Inspector General Auditor/Investigator

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Inspector General
<b>Supervisor:</b>	Inspector General	<b>Location:</b>	Crestview
<b>Salary Range:</b>	E-11	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

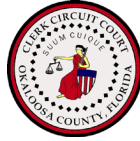
#### Job Summary:

Under the direction of the Inspector General, is responsible for the planning, executing, and reporting of audits related to activities under the control of the Board of County Commissioners and Clerk of Courts. The purpose of such work is to analyze, evaluate and report on the effectiveness of procedures, programs, and operating controls. Awareness of potential fraud, waste, and abuse is an essential element of this position. Once adequately trained, this position serves as both an investigator and auditor for the Department and will be involved in various audits and assignments. 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.

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Assist in risk-based planning of audits.
- Conducts all phases audits including developing a written plan, maintaining workpapers, conducting and documenting interviews, field work, writing draft reports, and conducting necessary follow-up.
- Examines and analyzes accounting records, controls, operations, policies, and procedures. Determines the validity and propriety of financial records and transactions; assesses the effectiveness of controls, the efficiency and effectiveness of operations, and compliance with laws, policies, and procedures.
- Confers with management concerning audit or investigative results and recommendations.
- Prepares draft reports summarizing findings and presents to the Inspector General for review.
- Assists state, federal, and other independent auditors as directed, and reviews audit reports.



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- Once properly trained, will plan, conduct, and manage investigations relating to areas of fraud, waste or abuse of government resources, guardianships or any other area falling within the jurisdiction of the Inspector General.

### **Minimum Required Qualifications:**

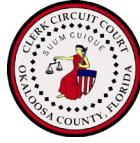
- Bachelor's degree in accounting or a related field from an accredited college or university.
- Experience in governmental operations, accounting or auditing is preferred.
- Professional certification in one or more of the following is preferred: Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Inspector General Auditor (CIGA), Certified Internal Auditor (CIA), or Certified Government Auditing Professional (CGAP).

### **Specific Skills/Abilities:**

- Possess a working knowledge of auditing theory and principles, practices, and governmental accounting.
- Ability to effectively communicate both verbally and in writing.
- Ability to work effectively with people and exercise sound judgment in evaluating situations and making decisions.
- Work requires proficiency in application software, including development of customized spreadsheets, use of data bases and word processing.
- Ability to research and understand statutes, policies, and manuals to ensure compliance to applicable written directives.
- Ability to manage multiple tasks and changing priorities while meeting critical deadlines.
- Possess a working knowledge of a County government in Florida and understand the dynamics of the relationship with the Board of County Commissioners.
- Knowledge of accounting, management, and internal controls.
- Skill in financial calculations, analysis, and reporting, organizing and prioritizing work.
- Ability to develop skills in interviewing and conducting investigations.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and extrapolate data.
- Ability to analyze data and prepare reports.

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.



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### **Equal Opportunity Employer:**

The Okaloosa County Clerk of Court provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Clerk's Office complies with applicable state and local laws governing nondiscrimination in employment in every location in which there are facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.