



Bexar County Position Description



Position Title:	MANAGER OF AUDIT SERVICES						
Pay Table:	E	Pay Grade:	09	Civil Service Status:	EXEMPT	FLSA Status:	EXEMPT

Essential Functions:

Under the direction of the Audit Division Director:

1. Researches federal, state, and local government statutes, Attorney General Opinions, generally accepted accounting principles, OMB Circulars and other grant authoritative literature
2. Plans, directs, supervises, and coordinates multiple work activities of internal audit staff to ensure work output was effectively and efficiently performed by staff
3. Contacts clients to schedule audit reviews and entrance/exit conference meetings; completes planning program using internal audit software; and schedules audit resources to meet deadlines
4. Develops and updates grant specific audit programs; reviews and approves audit programs prepared by internal audit staff
5. Reviews and approves workpapers and provides Director with a preliminary list of audit issues, recommendations and supporting paperwork;
6. Reviews audit report drafts ensuring the findings and recommendations are clear, concise, and accurately documented prior to the Director's final review
7. Attends exit conference to explain findings to client and completes follow-up procedures as requested;
8. Prepares and discusses post audit evaluations for staff auditors with the Director
9. Prepares weekly engagement status reports
10. Performs administrative duties including: the interviewing and selecting of Internal Audit staff for open positions, approving department timesheets, reviewing and assessing staff work performance and providing constructive feedback to audit staff, preparing and signing off on evaluations, and assists in staff development training for staff auditors.
11. Monitors the Department's annual work schedule in conjunction with the annual audit plan
12. Performs other special and administrative projects as assigned or requested, to include assistance with the annual external audit

Position Specifications:

Requires the following:

1. Graduation from an accredited college or university with a Bachelor's Degree in Accounting or closely related field, and five (5) years' experience in auditing; or an equivalent combination of education and experience and advanced knowledge of auditing and standardization of electronic working paper procedures and techniques
2. Prior experience in managing staff and/or supervision of staff
3. Skill in simultaneously managing multiple audit engagements and special projects; skill in utilizing Windows-based word processing and spreadsheet software; skill in researching and interpreting State and Federal statutes, laws, and regulations; skill in communicating effectively, both verbally and in writing
4. Ability to professionally interact with individuals at all levels; ability to meet and effectively communicate findings and other issues with County departmental management, elected officials, and other governmental agencies while maintaining productive working relationships; ability to proficiently review and analyze policies, procedures, grant audit guides, and County contacts pertaining to the programs and departments to be audited.
5. Must have a valid driver's license, motor vehicle liability insurance, personal injury insurance and a personal vehicle
6. Must submit a resume of previous working experience, proof of any certifications and official transcripts
7. May be required to work more than 40 hours during the workweek

Working Conditions: Working conditions are primarily in an office environment.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by Human Resources and the Civil Service Commission. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.

<u>Department</u>	<u>Personnel Approval Date</u>	<u>Civil Service or Sheriff's Civil Service Approval Date</u>	<u>Commissioners Court Approval Date</u>
County Auditor		N/A	N/A