

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

November 12, 2021

JOB OPENING

Assistant Inspector General -Auditor

Salary: \$47,304 – \$70,956

JOB SUMMARY

Responsible for the planning, executing, and reporting of audits of activities under Office of Inspector General jurisdiction. The purpose of such work is to analyze, evaluate and report on the effectiveness of procedures, programs and operating controls. This position serves as primary auditor for the OIG and will be involved in governmental and various internal audits and assignments, including highly confidential information such as Guardianship cases.

MAJOR DUTIES

- With oversight from the Inspector General assists in planning and conducting all phases of an audit including developing a written audit plan, audit workpapers, field work, draft reports, and 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.
- Prepares draft reports summarizing findings and presents to the Inspector General for review and comment.
- Assists other constitutional offices and other independent auditors with audits as directed, and reviews resultant audit reports with Inspector General.
- Plans and conducts level I and II audits relating to Guardianship cases or fraud, waste, or abuse in a timely and effective manner.
- Researches and applies Florida Statutes, Rules of Judicial Administration, Administrative orders, and memoranda related court records and other reference material to support the documented written findings for presentation.
- Examine and determine action to be taken on requests, petitions, certificates, complaints, and other legal documents in Benchmark case management application as it relates to the guardianship audit.
- Coordinate with the Probate department to assist with the preparation of correspondences related to additional supporting documentation requests for Level II audits.
- Perform related work and/or special projects as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles, practices, methods and procedures of auditing.
- Knowledge of internal controls; ability to analyze complex governmental activities to determine compliance with policies/procedures and good business practices.
- In-depth understanding of fraud, waste, and abuse.
- Ability to develop sound, efficient and effective audit programs for individual audit entities including the performance of complex audits that cut across multiple departments, agencies or local government entities.

SUPERVISORY CONTROLS

The Inspector General Auditor reports directly to the Inspector General.

GUIDELINES

Guidelines include Generally Accepted Government Auditing Standards (GAGAS), Standards for the Professional Practice of Internal Auditing, Florida Statutes and Probate Rules, County Ordinances, best practices for Guardianship Audits, as per Florida Court Clerks and Comptrollers guidelines, the Association of Inspectors General, Principles and Standards for Offices of Inspectors General, and office policies and procedures. Maintains confidentiality consistent with law and policy.

COMPLEXITY/SCOPE OF WORK

- Knowledge of auditing theory and principles, practices and governmental accounting.
- Knowledge of local government and familiarity working closely with various local agencies, to include the Board of County Commissioners.
- Ability to deal and communicate with the public in an effective and courteous manner; establish and maintain effective working relationships with supervisors, other organizations, and the public.
- Skill in financial calculations, analysis, and reporting.
- Ability to work in a fast-paced working environment.
- Ability to remain highly organized and prioritize work.
- Ability to handle confidential or sensitive information and maintain confidentiality.

CONTACTS

- Contacts are typically with co-workers, other county employees, court employees, attorneys, law enforcement officers, and members of the general public.
- Contacts are typically to provide services and to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping.
- The work is primarily performed in an office environment.
- Travel is required.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- A Bachelor's Degree in Accounting, Finance, Public/Business Administration, or related field.
- Minimum of three (3) years of experience in internal auditing, accounting, financial auditing, or financial analysis, preferably governmental.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience with financial reporting systems and with MS Office, to include Excel, Access, Word, Publisher.

PREFERRED QUALIFICATIONS

- Master's degree and at least five years of auditing experience or an equivalent combination of education, training, and /or experience.
- Possess a relevant professional certification:
 - Certified Inspector General Auditor (CIGA) certification
 - Certified Fraud Examiner (CFE)
 - Active Certified Public Accountant (CPA)
 - Certified Internal Auditor (CIA)
 - Certified Information Systems Auditor (CISA)
 - Certified Government Auditor Professional (CGAP)
 - Certified Government Financial Manager (CGFM)
- Considerable experience with TeamMate and other financial reporting systems and with MS Office, to include Excel, Access, Word, and Publisher.
- Experience using Benchmark or similar case management system.
- Experience in government or non-profit organization environment.

APPLICATION INSTRUCTIONS:

Original position opening is posted on stjohnsclerk.com. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office. Drug Free Workplace and Equal Opportunity Employer.

CLOSING DATE & TIME:

This position is open until filled.

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.