

SNOHOMISH COUNTY CLASS SPECIFICATION

CONTRACT AUDITOR

Spec No. 2057

BASIC FUNCTION

To provide a focal point for the control and audit of contracts where Snohomish County has an interest and to account for specified funds.

STATEMENT OF DUTIES

1. Aids in the development of a contract control program to meet the requirements of applicable Snohomish County Codes.
2. Develops inventory control for all contracts; inventories, categorizes and reports on all contracts.
3. Conducts full contract audits in accordance with American Institute of Certified Public Accountants (AICPA) and Federal audit standards on all major contracts to assure full compliance to contracts by contractors, subcontractors and the County.
4. Prepares reports on contract compliance and makes presentations to management, the Executive and Council.
5. Aids in the preparation of claims for the recovery of money improperly disbursed to contractors or subcontractors.
6. At the request of the Prosecuting Attorney, appears in court to present the County's position when contract claims are disputed.
7. Conducts other minor audits.
8. Aids in the establishment of fiscal/financial contract language.
9. Aids in the development of financial policies and procedures to enhance contract effectiveness and standardize accounting recording and classification.
10. Assumes full accounting responsibilities for specified funds.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, finance or other field directly related to professional auditing work; plus three (3) years of professional auditing experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Previous contract audit experience is preferred. Washington State certification as a certified public accountant may be substituted for the required education. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of accounting and auditing;
- internal controls and accounting flows;
- contract law and the requirements of contracts;
- computers and computerized models.

Ability to:

- perform contract audits on a variety of companies in accordance with Federal or AICPA audit guidelines;
- apply accounting and auditing principles, concepts and procedures to complex issues;
- utilize computer models and concepts; to work under pressure and meet deadlines;
- prepare concise and clearly written reports; communicate with other people;
- maintain confidentiality of information;
- establish and maintain effective work relationships with superiors, peers, associates and the general public.

SUPERVISION

Employees in this class receive direction from an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, reports and results.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with field trips throughout the region.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1990
Previous Spec. No. 310226
EEO Category: 2 - Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous

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