

# SNOHOMISH COUNTY JOB DESCRIPTION

## MANAGEMENT AUDITOR

Spec No. 2189

### BASIC FUNCTION

The primary duties of this classification are in support of the County's performance audit functions. Responsibilities include analyzing and evaluating County government operations and planning and conducting performance and financial audits of the County departments, offices, programs and activities under the direction of a Senior or Manager of Performance Auditing. This classification serves as a team member on larger projects but may work individually on smaller projects. The Management Auditor is typically assigned, concurrently, to more than one moderately complex project.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the audit management staff in reviewing County programs and operations; identifies opportunities for improved effectiveness and efficiency, better compliance with legal and regulatory requirements and stronger administrative and financial controls.
2. Executes assigned work plans, investigations and evaluations and research methodologies and tasks.
3. Researches, gathers and validates audit information and data through interview, observation, internal and external surveys, questionnaires and review of files, literature and other documents.
4. Analyzes information and data using modeling, forecasting, cost analysis, productivity and performance measurement, methods and procedures analysis and qualitative analysis.
5. Assists in the development of recommendations, findings and conclusions based upon analysis ensuring compliance and consistency with Government Auditing Standards; develops work papers from collected and documented evidence to support conclusions and recommendations.
6. Prepares and completes accurate written audit reports, graphic illustrations and visual aids to communicate audit results, describe conditions, summarize information and data, and identify noteworthy accomplishments.
7. Provides audit information, status and findings to Council/staff, Executive/staff, County Managers/staff and coworkers.
8. Maintains confidentiality of information gathered; protects against inadvertent and premature communication of conclusions.
9. Maintains files filing systems, records management, and project management and tracking as necessary.
10. Attends meetings, conferences and hearings as requested.

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## MANAGEMENT AUDITOR

Spec No. 2189

### STATEMENT OF OTHER JOB DUTIES

11. May perform the duties of the Division Manager in his/her absence.
12. May serve on a variety of teams, committees and task forces as needed or assigned.

### MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or public administration or another field directly related to professional auditing work; and three (3) years of related experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- auditing theory, practices, procedures and methodologies with an emphasis on performance audits;
- internal and operational control concepts, techniques and relationships;
- federal state and local laws, rules and regulations governing County government operations;
- the principles and practices of governmental accounting;
- governmental auditing standards as established by the Comptroller General of the United States;
- budgetary principles, practices and procedures;
- personal computers, software and applications.

Ability to:

- conduct a full range of compliance, operational and program audits of complex organizations and analysis of specific issues;
- analyze program operations, policies, procedures and control mechanisms, identify deficiencies and problem areas and prepare appropriate recommendations for remedial action;
- conduct effective audit interviews with elected officials and employees of all levels;
- coordinate and carry out assigned tasks in a tactful, professional and confidential manner;
- read, interpret and apply relevant federal, state and local laws, rules and regulations;
- establish and maintain effective work relationships with elected officials, management staff and other county employees;

# SNOHOMISH COUNTY JOB DESCRIPTION

## MANAGEMENT AUDITOR

Spec No. 2189

### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- communicate effectively, both verbally and in writing with individuals and groups from diverse backgrounds;
- work independently and under pressure to meet required deadlines;
- maintain required records and develop and prepare clear concise written reports;
- use a variety of software applications including graphic and/or desk top publishing.

### SUPERVISION

Assignment of tasks and work product flow is directly supervised by Audit Manager.

### WORKING CONDITIONS

The work is performed in the usual office environment. Some travel will be required to visit off-site County offices. The employee may be required to work evenings and week-ends.

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: March 1998

EEO Category: 1 – Officials and Administrators

Pay Grade: 106 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous