

SNOHOMISH COUNTY JOB DESCRIPTION

MANAGER OF PERFORMANCE AUDITING

Spec No. 1094

BASIC FUNCTION

The primary duties of this class are to manage and supervise the County's performance auditing function located within the County Auditor's Office in order to help insure accountability to the public and to promote efficient and effective use of government resources.

STATEMENT OF ESSENTIAL JOB DUTIES

1. To develop and implement audit systems and procedures to insure that performance audits are conducted in accordance with generally accepted government auditing standards and Snohomish County Code 2.700.
2. To perform audits and studies that provide independent and objective analysis of county departments and programs to the County Auditor, County Council and County Executive and Performance Auditing committee.
3. To exercise direct supervision over professional audit and clerical staff in the Division of Performance Auditing; conducts performance appraisals and discipline and participates in hiring, transfer and termination decisions.
4. To prepare performance audit work plans and establish schedules, audit procedures and standards for conducting full-scope performance audits for the approval of the County Auditor and the Performance Auditing Committee.
5. To manage, direct and perform audits and special studies of county departments, programs, functions or activities.
6. To review and edit all draft and final reports and studies and present them to the County Auditor and to the Performance Auditing Committee.
7. To maintain ongoing communication with county department heads, program managers and other staff as necessary to explain performance audit processes, foster growth and acceptance of performance auditing activities, and report on audit activities and results.
8. To supervise and manage the implementation of office procedures, filing systems, internal manuals and any supplies or equipment needed by the Division of Performance Auditing.
9. To prepare the annual budget and performance indicators for the Division for the approval of the County Auditor.

STATEMENT OF OTHER JOB DUTIES

10. To conduct special projects and related duties as assigned by the County Auditor.

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MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or public administration or another field related directly to professional auditing work; and, five (5) years experience of professional auditing in the public sector with an emphasis on performance auditing, which also includes management or supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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 professional accounting;
- governmental auditing standards as established by the Comptroller General of the United States;
- budgetary principles, practices and procedures;
- management information theory and practices including an understanding of the development, purpose, use and maintenance of automated data processing systems;
- personal computers and electronic spreadsheet applications.

Ability to:

- plan and manage a full range of compliance, operational and program audits of complex organizations and analysis of specific issues;
- plan, coordinate and carry out assigned tasks in a tactful and professional manner;
- analyze program operations, policies, procedures, and control mechanisms, identify deficiencies and problem areas, and to prepare appropriate recommendations for remedial action;
- 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;
- manage, supervise and evaluate staff;
- communicate effectively, both orally and in writing; work independently;
- work under pressure and meet required deadlines;
- maintain required records and to prepare clear and concise written reports;
- maintain the confidentiality of data;
- identify recommendations which increase net resources of the county.

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SUPERVISION

Assignment of tasks and work product flow is supervised by a unit supervisor. The legal content of work product is supervised by the lead attorney or attorney assigned to task at hand.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: July 1997 as Manager of Performance Auditing

EEO Category: 2 - Professionals

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous