

SNOHOMISH COUNTY JOB DESCRIPTION

PERFORMANCE AUDITOR

Spec No. 2188

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. Provides direction to outside consultants and will serve as a contract compliance member of the team overseeing outside performance auditor consultants. The Performance Auditor concurrently works on more than one complex project.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews 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. Develops and executes work plans, investigations and evaluations and research methodologies and tasks; defines audit objectives, milestones, and analytic methods, staffing needs, work priorities and assignments.
3. Researches, gathers and validates performance audit information and related 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. Develops 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. Presents 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. Represents Performance Audit Division at meetings, conferences and hearings as requested.

SNOHOMISH COUNTY JOB DESCRIPTION

PERFORMANCE AUDITOR

Spec No. 2188

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Serves as primary contract compliance manager for all council or executive mandated outside audits done for Snohomish County; participates on the interview and selection teams for outside auditors; monitors contracts, change orders, final deliverables, and outcome of outside audit products.
12. Assists in managing the budget, and expenses needed to perform Performance Audit functions.
13. Conducts management studies and report as directed by the Performance Audit Committee.

STATEMENT OF OTHER JOB DUTIES

14. 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, six (6) years of related experience including two (2) years experience working in a technical lead capacity; 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;

SNOHOMISH COUNTY JOB DESCRIPTION

PERFORMANCE AUDITOR

Spec No. 2188

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- 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;
- plan, 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;
- 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;
- monitor outside consultants for contract compliance and appropriate deliverables of performance audits;
- understand county budget process.

SUPERVISION

Assignment of tasks and work product flow is directly supervised by Auditor/Chief Deputy Auditor.

WORKING CONDITIONS

The work is performed in the usual office environment. Some travel will be required to visit off-site county offices and/or attend conferences and seminars. 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 as Senior Management Auditor

Revised and Re-titled: April 2002

Revised: August 2002, January 2003

EEO Category: 1 – Officials and Administrators

Pay Grade: 110 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous