



Employee Relations Department

Audit Supervisor (000908)

Job status	3	Recruit. type	Resume	Minimum	\$61,179.30	Probation	26
Job category	A	Testing		Maximum	\$102,130.08	Range	06
Pos. status	Exempt	Specialist	HERNANE	Frequency	Annually	Grade	
Job type	Professional/Managerial			Protection		Union	L

Pay steps

T	\$2,243.83	3	\$2,591.83	6	\$2,988.81	9	\$3,424.54	12	\$3,928.08	15	\$4,512.28	18	\$5,186.81
1	\$2,353.05	4	\$2,717.68	7	\$3,127.64	10	\$3,579.43	13	\$4,112.00	16	\$4,725.23	19	\$5,438.56
2	\$2,469.14	5	\$2,849.97	8	\$3,272.78	11	\$3,747.32	14	\$4,305.70	17	\$4,951.20	20	\$5,601.72

Minimum Qualifications

Bachelor's degree in Accounting, Business Administration, Public Administration or related field. Four years of professional auditing or related experience to include two years of supervisory experience are required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license or Certified Information Systems Auditor (CISA) license. Two years of additional auditing or related experience may substitute for licensure requirement.

Job Specifications

NATURE OF WORK This is supervisory and administrative professional auditing work in the audit of various financial operations in county departments, external governmental organizations having contractual relationships with the county, and commercial firms doing business with Miami-Dade County. Employees in this class are responsible for supervision of the conduct of various difficult and complex audit programs including major auditing assignments. Emphasis of the work is on planning, assigning and reviewing the work of subordinate auditors engaged in systematic and special audits such as federal grant programs in various departments. Incumbents also give guidance and direction to subordinate auditors in the completion of difficult audits where irregularities have been found. Related responsibilities include administrative assignments such as review and modification of audit program guidelines, coordination of work with decisions or modification of departmental procedures, or representing the department in various conferences and committees. General supervision is received from administrative superiors who hold incumbents responsible for professional and administrative management of major auditing assignments and evaluate effectiveness of work planning and progress and quality of professional results. **ILLUSTRATIVE TASKS** Plans and assigns the work of professional auditors engaged in both regular systematic and special audits in departments and agencies, or a group engaged in audit of contractors, utility and franchise taxes and concessions; discusses work in progress with subordinate supervisors or team leaders. Reviews completed audit reports and analyses for completeness of preparation and conformance with audit program guidelines and professional auditing standards; attends exit conferences with departmental officials or officials in external organizations as needed. Guides subordinates in the planning and conduct of special audits of a difficult nature; participates as necessary in the completion of complex audits such as those involving controversial claims against the county; testifies in court as an expert witness. Attends departmental staff conferences; participates in decisions relating to changes in auditing policies and procedures; coordinates division work with that of other departmental division; represents the department in outside meetings and conferences as assigned. Modifies and revises standard audit program guides; holds conferences with subordinate staff to discuss audit policies and procedures or to further train new personnel; insures that staff receives available professional literature to keep abreast of techniques and developments in the governmental auditing field. Confers with administrative officials in the development and installation of new or modified fiscal controls, systems and procedures to insure accurate accounting and reporting of funds. Keeps informed on laws opinions, rules, regulations, standards and related information pertaining to the internal audit of county departments or audit of external agencies. Develops comprehensive practical programs of audit coverage for assigned areas of audit, assures conformance with acceptable audit standards, plans, budgets and schedules. Performs related work as required. **KNOWLEDGES, ABILITIES AND SKILLS** Thorough knowledge of governmental accounting, office management and the principles of public and business



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administration in their application to governmental accounting. Thorough knowledge of all federal, state and local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants. Thorough knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems. Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting. Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit. Considerable knowledge of management principles and supervisory practices and procedures. Ability to coordinate and supervise the work of an auditing staff in a manner conducive to full performance and high morale. Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems. Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature. Ability to promote and maintain effective departmental and public relations. Ability to communicate effectively and persuasively, both verbally and in writing. Ability to exercise sound judgment in the application of audit standards and principles to complex auditing problems. Ability to participate effectively in the formulation of departmental policies and procedures. Ability to stay abreast of laws, legal opinions, regulations and standards relating to the conduct of audits in county departments and external agencies. REV 07/00

Nature of work

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