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Description

Job Title Auditor II
Location Henrico, VA, US
Organization Name County of Henrico Department of Internal Audit
About Us

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

The Department of Internal Audit provides audit services for both Henrico County General Government and Schools. Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County Public Schools is one of the six largest county public school divisions in Virginia with a nationally recognized educational program. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Closing Date: This position closes on Monday, April 3, 2023.

Proficiently and independently performs routine and complex professional audits of County and/or Schools activities in general or on specific operations involving financial, performance, compliance or management; plans, programs, tests, analyzes, and reports findings to the County's or Schools' Audit Committee; evaluates the adequacy and effectiveness of internal controls regarding the reliability and integrity of information, compliance with all applicable laws and ordinances, and County policies, regulations and procedures, and the safeguarding of assets for all types of County and/or Schools' information, operations, processes and services; may handle special projects; and performs related work as assigned.

This position will focus primarily with schools with the possibility of some work related to general government.

Essential Duties

This position will work primarily out of the HCPS Central Office location on Nine Mile Road.

- Sound working knowledge of Generally Accepted Government Auditing Standards (GAO), Internal Auditing Standards (IIA), Generally Accepted Auditing Standards (AICPA), Generally Accepted Accounting Principles (GAAP) used by municipal, county and local governments (GASB), internal control frameworks (i.e. COSO), & current business practices
- Consistently uses sound critical thinking, judgment and decision making skills for analysis, drawing conclusions and providing guidance/recommendations to correct deficiencies or improve operations
- Fully proficient in all phases of the audit including preliminary research, setting audit objectives, identifying key controls, designing tests, preparing programs, conducting field work, preparing satisfactory work papers, summarizing data, reaching sound conclusions, and preparing detailed audit reports
- Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete all assigned tasks, including all aspects of assigned audits, data extraction and using analysis tools
- Excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and within established deadlines
- Provides sound guidance to level I auditors
- Excellent written and oral communication skills with the ability to communicate clearly, accurately and tactfully, both verbally and in writing, with diverse stakeholders at all levels in the County's and Schools' organizations, including agency heads and key officials, to provide excellent customer service
- The ability to prepare and present findings and recommendations effectively and concisely to all relevant stakeholders
- The ability to understand and follow complex instructions, policies and data, including federal, state and local regulations
- Consistently makes sound decisions and recommendations appropriately involving supervisor as needed
- Non-supervisory
- Ability to work independently with minimal supervision and as part of a team
- Typically works in an office setting, may telework, and may work in various locations based on assigned duties
- Visual and hearing acuity sufficient to interact accurately with a diverse audience of stakeholders
- Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed

Minimum Qualifications

Four (4) year degree in accounting, finance or other related field preferred and two (2) years of relevant professional accounting or auditing experience; OR; any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

Additional Information

Valid driver's license to perform assigned duties at various locations.

May require possession of designation as CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CISA (Certified Information Systems Auditor), or CFE (Certified Fraud Examiner).

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

This position is eligible for teleworking opportunities.

This position is part of a job classification series and may be underfilled at a lower level on an interim basis based on the candidate's experience and qualifications.

Auditor I: Education: Four (4) year degree in accounting, finance or other related field preferred; Experience: Professional accounting or auditing experience preferred; OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities. \$53,277.48 - \$98,006.42

Auditor II: Education: Four (4) year degree in accounting, finance or other related field preferred and two (2) years of relevant professional accounting or auditing experience; OR; any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities. \$58,515.16 - \$107,641.38

How To Apply

Closing Date: This position closes on Monday, April 3, 2023.

You apply for positions with Henrico County general government through our online applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal though <https://henrico.us/services/jobs> or click on the Jobs link in the upper right-hand corner of our main County page at <https://henrico.us>.

Minimum Salary 53277
Maximum Salary 107641
Currency USD
Main Organization General Government
General Government
Employment Status Permanent Fulltime
Permanent Full-time
Amount of Travel
Work At Home

Documents

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