

KANE COUNTY JOB DESCRIPTION

JOB TITLE:	Internal Staff Auditor – Level 1
PAY GRADE:	\$22 per hour - Commensurate with experience
FLSA:	Part-Time
BARGAINING UNIT:	N/A
DEPT:	Kane County Auditor's Office

JOB SUMMARY:

The Kane County Auditor is seeking an Internal Staff Auditor. In this role, you will oversee and perform various specialized and complex auditing work, including financial analysis, budget management, and report preparation. You will be responsible for ensuring accuracy and compliance with established policies, as well as providing assistance to various County departments. This is a part-time, 20 Hours a week, position located in Geneva, IL.

RESPONSIBILITIES

- Performs assigned audit project tasks independently.
- Assists with the development of audit scope, objective, and methodology.
- Assists with preliminary planning, individual and group interviews, and program development.
- Conducts internal control interviews and documents business processes and related internal controls
- Handles qualitative and quantitative data collection
- Collects and queries financial and operational data from computer-based record sources
- Performs audit data analytics with gathered information
- Handles work paper preparation, indexing and organization, entrance and exit conferences, report and correspondence preparation.
- Reviews reports and verifies data.

MINIMUM QUALIFICATIONS

Associate's Degree in Business, Finance, or comparable degree, and at least 1-year experience in financial/operational auditing.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of government auditing standards and procedures.
- Knowledge of internal control concepts (COSO and/or COBIT)
- High-level skills in Microsoft Access and Microsoft Excel
- Critical thinking and technical skills necessary to distinguish between information that is significant to the project objective and information that is not as relevant.
- Communication skills, both oral and written, to solicit and report client needs and perform assigned project tasks as part of project team
- Knowledge of statistical sampling procedures as they relate to conducting audits.
- Ability to analyze financial and operational data.
- Ability to form and sustain work relationships requiring a high degree of trust and cooperation.
- Ability to assist with developing and documenting complex recommendations.
- Ability to complete individual assignments in a timely and effective manner.

REPORTING RELATIONSHIPS:

Reports to: Kane County Auditor and/or Kane County Deputy Auditor

Directs Work of: N/A

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Sitting, talking, listening, keyboarding = 75%

Lifting, reaching, bending, walking = 25%

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer/printer

Telephone

Copier

Calculator

BLOODBORNE PATHOGEN RISK CODE: Low

Deadline: Open until filled

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may."

HOW TO APPLY:

Please go to www.countyofkane.org under the Employment tab to complete the online application and EEO form, upload your cover letter, resume and references.

All applicants must submit to a criminal background check. EEO Employer/Program.