

**OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Senior Inspector General Auditor

SALARY RANGE: \$61,113 - \$110,175

JOB SUMMARY:

Under the direction of the Inspector General and the supervision of the Audit Manager, is responsible for the planning, executing, and reporting of audits and investigations in order to analyze and evaluate the effectiveness of procedures, programs, and operating controls. Serves as a staff specialist in the area of accounting records, operations, policies, and procedures. Also plans and conducts investigations relating to potential fraud, waste, and abuse. This position is distinguished from others in the Inspector General Department by the increased level of experience, education, and training required as well as the complexity of work performed. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Manages and completes all phases of the audit process-survey, audit plans and programs, field work, reporting, and follow-up for assigned areas. Proposes uses of data analytics, sampling plans, and IT needs.
- Examines and analyzes accounting records, operations, policies, and procedures. Determines the validity and propriety of financial records, effectiveness of controls, efficiency and effectiveness of operations, and compliance with laws, policies, and procedures.
- Confers with management concerning audit results and recommendations. Prepares reports summarizing findings and presents to management.
- Documents and performs work in accordance with The Institute of Internal Auditors (IIA) Global Internal Audit Standards and other applicable professional and departmental standards and practices.
- Serves as a consultant to staff regarding best practices in accounting and financial records, controls, risk controls, and associated procedures and policies.
- Serves as a lead auditor as assigned on more complex audits and investigations, and coordinates and reviews the work of other audit staff and/or specialists as necessary.
- Plans and conducts investigations relating to fraud, waste, or abuse.
- Researches potential benchmarks, best practices, and applicable laws.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with a preferred major concentration in Accounting, Business, Data Analytics, Risk Management, Statistics, or a closely related field from an

- accredited college or university, or an equivalent combination of education, training, and experience.
- Five years of direct, verifiable, and related work experience. Direct experience must be sufficient to successfully perform the essential duties of the job.
 - Certification as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is preferred, or meets current eligibility requirements and commits to acquiring one of the aforementioned certifications.
 - Valid Florida driver's license.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting principles.
- Knowledge of principles and practices of governmental accounting, auditing, and financial reporting.
- Knowledge of internal accounting and management controls.
- Knowledge of applicable Florida Statutes and county policies.
- Knowledge of the Global Audit Standards promulgated by the Institute of Internal Auditors.
- Skill in project management.
- Skill in preparing and making presentations.
- Skill in interviewing and conducting interrogations and investigations.
- Skill in financial calculations, analysis, and reporting.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Walking, Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.



Gary J. Cooney

*Clerk of the Circuit Court and Comptroller
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SUMMARY OF BENEFITS

Effective 10/01/2024

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| EMPLOYEE BENEFITS | |
| Annual (vacation) Leave: 1 - 3 years employed 4 - 15 years employed 16+ years employed | Earn 113.10 hours/year (15.08 days) Earn 136.50 hours/year (18.20 days) Earn 181.35 hours/year (24.18 days) |
| Sick Leave <i>(may use after 6 months of employment)</i> | Earn 90.285 hours/year (12.038 days) |
| Bonus Vacation Leave <i>(additional leave earned for unused sick hours)</i> | Earn up to 37.50 hours/year (5 days) |
| Holidays <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i> | 12 paid days/year |
| Bereavement Leave <i>(leave for death of an immediate family member)</i> | 3 paid days |
| Florida State Retirement System <i>(pension and investment plan options)</i> | Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i> |
| 457 Deferred Compensation Plan <i>(supplemental retirement savings account)</i> | Employee contribution (pre-tax or Roth) |
| Payroll Direct Deposit | Employee choice of any ACH bank |
| Post-Employment Health Plan <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i> | Payout of unused sick leave for qualified health premiums |

This summary is offered as general information only and is not a complete list of all employee benefits.

Contact Us:

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| INSURANCE BENEFITS (coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee) | |
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| Medical Insurance <i>(includes pharmacy benefit and use of the Employee Clinic)</i> HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent..... | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$58.22/month \$251.00/month \$76.84/month \$303.74/month \$986.40/dependent/month \$1,014.28/dependent/month |
| Employee Clinic On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more. | Free when enrolled in the Clerk's Office Medical Insurance |
| Dental Insurance HMO..... PPO..... | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$6.18/month \$12.24/month \$21.78/month \$12.18/month \$25.68/month \$43.20/month |
| Vision Insurance | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month \$12.08/month |
| Employee Life Insurance <i>(Basic Term-Life Insurance and Accidental Death & Dismemberment)</i> | Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000 |
| Supplemental Term-Life Insurance and AD&D Employee, spouse, and child(ren) | Paid by Employee |
| Disability Insurance Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability..... | Paid by Clerk's Office Paid by Employee Paid by Employee |
| U.S. Legal Services Family Defender..... Identity Defender..... Family & Identity Defender..... | Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month |
| Flexible Spending Reimbursement Accounts <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care..... | Paid by Employee (pre-tax dollars) Elect up to \$3,200/year Elect up to \$5,000/year |
| Employee Assistance Plan | Paid by Clerk's Office |
| AFLAC Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren) | Paid by Employee Price based on plan selected and covered members |
| Pet Insurance | Paid by Employee Price based on plan selected |