



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Auditor
DEPARTMENT/DIVISION/SECTION: Controller's Office/Auditing Division
REPORTS TO: Manager of Auditing

MINIMUM REQUIREMENTS:

BA or BS in Accounting, Proficiency in Microsoft Software including high level of Excel application.

POSITION SUMMARY: The Audit Division promotes efficiencies, assists in preventing and detecting fraud, and ensures that there is full accountability regarding proper handling of government funds, compliance with applicable laws and regulations and achieving organizational purpose throughout Allegheny County government offices, programs and authorities.

- Assists Audit Supervisor in developing and determining risk assessments related to internal and operating controls for current audits and possible future audits.
- Assists in conducting yellow book audits including financial, performance and attestations.
- Works with auditee's personnel to develop a cooperative environment and open communication during the audit.
- Ensures that staff auditors' findings are supported and documented and that all paper work is properly completed.
- Assists Audit Supervisor with report writing to confirm information is clearly presented and factually correct.
- Schedules and attends, with Audit Manager, all audit entrance and exit conferences.
- Assists Audit Supervisor with scheduled follow-up evaluations to ensure auditee has complied with corrective plan and implementation of corrective actions.
- Fill-in as Supervising Auditor when required.
- Assist external auditors as needed during the annual audit of the County and single audit.
- Meet all budgeted project deadlines and inform Supervising Auditor of any project overruns.

KNOWLEDGE, SKILLS, ABILITY:

- Work independently, be detail oriented and organized.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion.
- Analyze and evaluate information and data.
- Maintain records, both manually and by computer and prepare accurate reports, and correspondence.

KNOWLEDGE, SKILLS, ABILITY, cont.:

- Work well under pressure and work a flexible schedule as dictated by project needs.
- Understand and work at an advanced level with Excel spreadsheets.
- Knowledge of and use of financial software programs a plus.

The Office of the Controller is an Equal Opportunity Employer