

THE COUNTY OF STANISLAUS
AUDITOR-CONTROLLER DEPARTMENT



INTERNAL AUDIT MANAGER (MANAGER IV)
\$75,920.00-113,859.20 Annually

Continuous Recruitment

Internal Audit Manager | Stanislaus County Auditor-Controller

The County of Stanislaus, Auditor-Controller Department invites resumes from qualified candidates for Internal Audit Manager (Manager IV) to fill a vacancy in the Internal Audit Division. While this is a continuous recruitment, we encourage you to apply immediately, as this recruitment may close at any time.

Apply by:

May 11, 2018

June 8, 2018

July 6, 2018

Oral Examination:

Tentatively week of May 21, 2018

Tentatively week of June 18, 2018

Tentatively week of July 16, 2018

About the Community

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to Stanislaus State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.



The Position

This position is in the Auditor-Controller's Office and is assigned to the Internal Audit Division. The Internal Audit Division operates under the direction of the Auditor-Controller, an elected position in Stanislaus County. Under the supervision of the Auditor-Controller, the Internal Audit Manager issues written reports on a semi-annual basis to the Grand Jury, Board of Supervisors and Chief Executive Officer. The Internal Audit Manager independently performs complex engagements that include attestation engagements, compliance and internal control engagements of County departments and related agencies. The audit work is performed under professional auditing standards, through the use of Institute of Internal Auditors (IIA) standards providing accountability and transparency to the public.

The Internal Audit Manager oversees the Internal Audit Division which provides an objective assessment of County functions through recommendations to help improve operational and program performance, including increasing efficiencies and effectiveness of these programs. This classification is distinguished from the Manager IV class in that the work is specialized, encompassing the full range of responsibility to perform complex audits of a decentralized accounting function and financial records of the County.

Typical Tasks

- Administer internal audit staff providing guidance to the division including implementing and maintaining all required County management duties.
- Manage projects, supervise audit staff, and review audit work papers and reports.
- Perform complex audit procedures utilizing the Institute of Internal Audit standards.
- Develop audit program, questionnaires, and other audit tools for new audit areas, ensuring best practices is always considered.
- Develop a thorough understanding and knowledge base of County operations in those areas that pertain to the audit process.
- Participate in strengthening the accounting, auditing, compliance knowledge within the County acting as a specialist through participation with recruitment panels, consulting and teaching compliance with County policies and accounting principles.
- Assist with hiring, training, developing, mentoring and evaluating job performance for professional staff.
- Develop an annual audit plan to mitigate risk.
- Responsible for complying with the Peer Review requirement every 5 years as required under IIA standards.
- Development and maintenance of the audit quality control system.
- Implementation of new auditing standards and/or new and revised law.
- Present a report to the Board of Supervisors regarding the results of completed audits.

Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)

KNOWLEDGE

- Accounting theory, principles and practices and their application to a wide variety of accounting and auditing transactions and issues, with particular reference to governmental accounting, auditing theory, principles and practice.
- Management supervision and training.
- Knowledge of laws, ordinances and regulations governing the financial operation of the County and its departments.

SKILLS/ABILITIES

- Develop, manage and execute complex audits in an environment that offers varied and diverse services.
- Establish communication with County managers to enhance their awareness and understanding of internal controls and influence improvements in the County's control environment.
- Identify risks and provide assistance in developing controls to mitigate these risks.
- Research, study and apply various federal, state and local codes and ordinances.
- Analyze and evaluate reliability and integrity of departmental procedures and internal controls, recommending strengthening controls when necessary.
- Meet established deadlines such as state reporting requirements and internal County required deadlines.
- Lead special projects in unplanned situations.
- Make decisions and assume responsibility for those decisions.
- Analyze a problem and develop an appropriate solution.
- Provide leadership to internal audit staff.
- Apply statistical sampling techniques to audit and financial analysis.

EDUCATION/EXPERIENCE

- Registration as a Certified Public Accountant in the State of California.
- Possession of a Bachelor of Arts/Science Degree from an accredited college.
- Minimum of five (5) years experience with supervision and in the accounting field of which four (4) of these years is in professional auditing.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-7507 to make other arrangements prior to submitting application. Failure to submit proof or make other arrangements will result in disqualification.

THE IDEAL CANDIDATE

DESIRABLE QUALIFICATIONS

- Excellent problem solving skills and a self starter approach to your work philosophy.
- Possess strong organizational skills and be detailed oriented.
- Good verbal and written communication skills.
- Good interpersonal skills with an ability to work in a team environment as well as independently.

COMPENSATION (\$75,920.00-113,859.20 Annually)

The current salary range for this position is open with hiring dependent upon experience and qualifications. The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Medical, dental, vision, and basic term life insurance plans
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- 457 Deferred Compensation savings plan
- Employee Assistance Program
- Participation in the Stanislaus County Employee Retirement Association (StanCERA) and opportunities to participate in deferred compensation plans.
- Details are upon request.



EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer.

All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

While this is a continuous recruitment, we encourage you to apply immediately as this recruitment may close at any time.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/>



The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

