

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1111 **TITLE:** DEPUTY DIRECTOR OF INTERNAL AUDIT **GRADE:** S-32

DEFINITION:

Assists the Director in managing the Internal Audit Office within the Office of the County Executive; assists in the development and implementation of a comprehensive internal audit program; leads risk assessment initiatives, maintains effective communication with the County Executive's Leadership Team and department heads; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Reports directly to the Director of Internal Audit. The Deputy Director of Internal Audit is distinguished from the Auditor IV in that the Deputy Director of Internal Audit performs managerial-level internal audit work and assists the Director in managing the Internal Audit Office whereas the Auditor IV supervises lower level auditors. The Deputy Director of Internal Audit is distinguished from the Director of Internal Audit in that the Deputy Director assists the Director in managing the entire scope of the Internal Audit Office whereas the Director of Internal Audit has ultimate accountability for the Internal Audit Office and comprehensive annual internal audit program.

ILLUSTRATIVE DUTIES:

With the Director, plans and directs the review of County procedures and records for their adequacy to accomplish intended objectives;
Assists the Director in preparing and updating the Internal Audit Office Strategic Plan;
Assists the Director in preparing an annual audit work plan which identifies audit areas and schedules the staff to be used;
Conducts formal Countywide risk assessments to assess organizational risk and focus audit resources on high-risk areas;
Supervises assigned staff in developing audit programs for major and/or complex audits and in developing recommendations for changes in complex internal financial, information systems, and operating procedures;
Directs the preparation of all internal audit reports on the results of audit examinations and recommendations for improvement;
Completes performance evaluations for individual auditors on each specific audit assignment;
Directs all phases of audit examinations in accordance with internal audit standards;
Appraises County activities in terms of efficiency, effectiveness, and compliance with applicable laws, regulations, procedures, and good management practices;
Supervises the Information System Auditors and provides expertise and assistance to Internal Audit staff on all information systems matters;
Assists the Director in the completion of annual performance evaluations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of internal audit standards, procedures, techniques, and internal controls;
Extensive knowledge of information systems, standards, procedures and techniques;
Extensive knowledge of governmental accounting principles, methods, and practices;
Extensive knowledge of management principles, methods, and practices;

Extensive knowledge of information systems general and application controls;
Ability to apply governmental principles and practices to complex systems;
Ability to perform as a knowledgeable and skilled advocate of the County's leadership philosophy;
Ability to plan, organize, and supervise analyses and reports of financial activities;
Ability to communicate clearly and concisely, orally and in writing with all levels, including senior County management;
Ability to work effectively under pressure;
Ability to effectively use personal computers and common software, i.e. word processing, spreadsheet, flowcharting;
Ability to establish and maintain effective working relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, or a related field, with major course work in accounting, auditing, finance, information systems, and/or computer science; PLUS
Five years of professional internal auditing experience, including two years of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information System Auditor (CISA).

NECESSARY SPECIAL REQUIREMENTS

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:	September 27, 2005
REVISED:	April 16, 2002
REVISED:	August 30, 1996
REVISED:	April 10, 1991
ESTABLISHED:	July 27, 1987