

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1267

TITLE: AUDITOR II

GRADE: S-24

DEFINITION:

Under general supervision, performs a variety of audit procedures involving financial, compliance, operational, and/or investigative activities in agencies receiving County funds, either individually or as part of a team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the full-performance level of auditing work. The Auditor II is distinguished from the Auditor I in that the Auditor II is full-performance and performs variety of auditing procedures whereas the Auditor I performs routine, entry-level audit work under close supervision. The Auditor II is distinguished from the Auditor III in that the Auditor II performs a variety of audit procedures related to compliance, operations, and investigations whereas the Auditor III class performs audits of higher complexity at an advanced level, may serve as a team lead and specialize in a particular type of audit.

ILLUSTRATIVE DUTIES:

Participates in developing a work plan for assigned audits or audit segments;
Participates in identifying key controls and in determining audit procedures to be used;
Reviews transactions, documents, records, and reports for accuracy and effectiveness;
Evaluates the adequacy of internal controls and procedures;
Prepares work papers and written summaries of findings and recommendations;
Conducts preliminary discussions of findings with agency personnel;
Performs follow-up audits of department action plans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of internal audit standards, procedures, techniques, and internal control;
Knowledge of fundamentals of accounting, economics, and finance;
Knowledge of office procedures;
Ability to work effectively under pressure and meet established deadlines;
Ability to analyze, interpret and evaluate fiscal and accounting data and procedures, and makes recommendations;
Ability to communicate clearly and concisely, orally and in writing;
Ability to establish and maintain effective working relationships with others;
Ability to use personal computers and common software, i.e., word processing, spreadsheet and flowcharts.

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, or finance; PLUS
Two years of professional experience in auditing or accounting.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: September 27, 2005

REVISED: August 30, 1996

REVISED: April 10, 1991