

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1268

TITLE: AUDITOR I

GRADE: S-21

DEFINITION:

Under close supervision, performs routine audit procedures as part of audits of agencies, programs, or activities.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is entry-level auditing work. This class is distinguished from the Auditor II class in that the Auditor I performs routine audit work under close supervision whereas the Auditor II performs a variety of full-performance audit procedures related to compliance, operations, and investigations.

ILLUSTRATIVE DUTIES:

Obtains, analyzes, and appraises data as a basis for evaluating operations and/or internal controls;

Forms an objective opinion on the adequacy and effectiveness of audited activities;

Prepares work papers and other reports of audit results.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of internal audit standards, procedures, techniques, and internal controls;

Some knowledge of the fundamentals of accounting, economics, and finance;

Some 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;

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 (word processing, spreadsheets).

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.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADED:	August 23, 2010
REVISED:	September 27, 2005
REVISED:	August 30, 1996
REVISED:	April 10, 1991

