

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1270

TITLE: AUDITOR IV

GRADE: S-28

DEFINITION:

Under general supervision, conducts information systems audits of computer operations, individual computer applications, systems or applications development, computer security; performs financial and operational audits, and investigations; OR serves as lead auditor for financial and operational audits, and investigations, and serves as project supervisor over professional level auditors performing a variety of audits; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Auditor IV is class is distinguished from the Auditor III class in that the Auditor IV class requires specialized knowledge and skills in Information Systems; or serves as a lead or supervisory auditor over projects performed by Auditor IIs and IIIs.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Acts as consultant in systems planning, design, and implementation ensuring effective use of control techniques and efficient use of resources;

Plans the scope of an audit, performs risk assessment, and develops a risk-based fieldwork audit program;

Evaluates procedures and preparations for system backup and reconstruction, and business continuity;

Examines and analyzes automated files, records, and other documentation of existing systems to determine accuracy and compliance with County policies, procedures, and standards;

Tests transactions and reviews system specifications to ensure that controls are adequate and operational;

Advises Internal Audit staff in uses and techniques of the computer as an audit tool;

Presents oral and written reports to management, communicating findings and recommendations;

Plans and conducts all phases of computer system audits (of both hardware and software), including security, data integrity, and industry standards;

Analyzes complex department operations for efficiency, effectiveness, and compliance with policies and procedures;

Conducts investigative audits to examine allegations of fraud, waste, and abuse;

Evaluates department responses to audit reports;

Performs assigned follow-up audits of department action plans;

Performs quality control reviews of other staff members' workpapers.

Directs, monitors, and supervises assigned audits and projects;

Counsels and guides lower level auditors on assigned projects;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

- Thorough knowledge of computer data and system security;
- Thorough knowledge of the design and testing of computer applications controls;
- Thorough knowledge of client server, Windows, and network controls;
- Thorough knowledge of information systems general controls;
- Thorough knowledge of data extraction and analysis software tools;
- Thorough knowledge of internal auditing standards, procedures, techniques, and internal control;
- Thorough knowledge of governmental accounting principles, methods, and practices;
- Thorough knowledge of management principles, methods, and practices;
- Ability to effectively use personal computers and common software, i.e., word processing, spreadsheet, and flowcharting;
- Ability to establish and maintain effective working relationships;
- Ability to problem solve and analyze complex County operations;
- Ability to plan work, develop audit methodology, and complete assignments within established deadlines;
- Ability to work independently within established policies, procedures, and guidelines;
- Ability to communicate clearly and concisely both orally and in writing with all levels, including senior management.

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, information systems, or related a field with major course work in accounting, auditing, finance, information systems and/or computer science;
- PLUS Three years of professional experience in information systems or auditing.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Certified Information Systems Auditor (CISA) required for information system auditor positions and certification as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or CISA required for lead auditor positions.

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/RETITLED:	April 11, 2013
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