



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Internal Auditor I	Job Code:	701290	Job Grade:	12
Reports To:	Internal Auditor IV	Pos. No:	Various	FLSA Code:	N
Department:	County Auditor	Loc. Code:	5012074	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:	A	EEO Code:	B01

Summary of Functions: Performs limited fiscal and contractual audits of records of various county departments and/or grants and assists in the preparation of reports.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Analyzes budgets, expenditures and revenues to ensure proper posting of transactions and initiates adjustments to the appropriate accounts as necessary.	30	E
2. Reviews and audits various transactions, budgets, departmental records, reports and accounts to ensure compliance with contractual, grantor, state and federal laws and regulations, and prepares work papers and reports on audits findings.	30	E
3. Provides fiscal information and assistance to departments and assists with interim/annual financial statement preparation.	15	E
4. Performs account reconciliation.	10	E
5. Sets up and maintains financial data on computer systems.	10	E
6. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Accounting, Finance or in a job related field of study.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

H: EI1 175 pts, PS: C3 (29%) 50 pts, AC: C2C 50 pts, TTL: 275 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date _____

Approved by Civil Service Commission on _____

Date April 19, 2004, June 21, 2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.