



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Internal Auditor II	Job Code:	701280	Job Grade:	F
Reports To:	Internal Auditor IV	Pos. No:	Various	FLSA Code:	E
Department:	County Auditor	Loc. Code:	5012074	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:	A	EEO Code:	B01

Summary of Functions: Examines records of various Dallas County departments and performs test as outlined in standard audit programs to verify compliance with applicable laws, County policies and procedures, grant guidelines and generally accepted accounting procedures; documents findings; and prepares draft of formal audit reports and exit conferences.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs fiscal financial and/or contractual compliance audits: conducts random site visits, desk audits and/or phone surveys; reviews financial records and case files for proper bookkeeping and eligible program activities; documents findings; prepares drafts of formal audit reports and exit conferences; and recommends improvements to weaknesses in internal controls.	35	E
2. Analyzes budgets, expenditures and revenues to ensure proper posting of transactions and bookkeeping, reconciles ledgers, initiates adjustments and prepares related reports.	15	E
3. Performs desk reviews of invoices, purchase requests, employee salary budgets and other charges to departments for availability of funds, including time and attendance, and verifies costs in accordance with contractual and program regulations, including availability of funds.	15	E
4. Tests for internal control weaknesses and makes recommendations for improvements.	10	E
5. Provides fiscal information and assistance to departments as needed.	10	E
6. Updates automated tracking systems and prepares financial statements, schedules and reports.	05	N
7. Maintains current knowledge of applicable state and federal laws, county policy and external budget and related legislation..	05	N
8. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and job related experience equivalent to a Bachelor's degree from an accredited college or university in Business, Accounting, Finance or job related field of study. Two (2) years of work related experience.

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. Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Requires reliable transportation.

Physical/Environmental Requirements:

Standard office environment. Most work is completed off-site.

Hay Points/Point Factor:

KH: EI2 200pts., PS: E3 (38%) 76pts., AC: E1C 76pts., Total: 352, KH/PS/AC: 56-22-22, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 11/10/13; 11/15/13;
10/2014

Approved by Civil Service Commission on

Date 4/19/04; 11/18/13;
10/20/2014

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.