



Victoria County, TX

POSITION PROFILE

Position Title:	Audit Manager	Salary:	\$26.31 – \$35.60
Department:	Auditor	Grade:	13
Accountable to:	County Auditor	Status:	Non-Exempt

Primary Objectives

Performs difficult work supervising directly internal audit staff, establishing schedules and conducting audits for management to assess effectiveness of controls, accuracy of financial records, and efficiency of operations for the Victoria County Auditor's Office.

Supervision Received

Work is performed under the general direction of the County Auditor.

Supervision Exercised

Supervision may be exercised over assigned personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Prepares and supervises the preparation of the County's Annual Financial Report.
2. Organizes and manages internal departmental audits; oversees the process, submits audit findings, makes recommendations to management, and resolves any questions or concerns resulting from these findings; maintains and oversees fixed asset records, audits and sale of surplus property.
3. Manages awarded grants; reviews, reconciles, submits reports within the grant reporting requirements and maintains files and records to document transactions.
4. Analyzes accounting data, produces financial reports or statements, maintains records of expenditures as well as revenue collected and deposited; devises new and/or improves existing internal auditing systems and accounting records.
5. Performs supervisory responsibilities in accordance with the County's policies and applicable laws and other duties assigned; plans, assigns, and directs work; rewards and disciplines employees; addresses complaints and resolves problems; assists internal personnel/departments or external users with financial questions and/or concerns and provides a solution.

MINIMUM QUALIFICATIONS

- Bachelor's degree and considerable (3-5 years) experience required.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.