



The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

NOTICE OF JOB OPENING

JOB TITLE: Chief Assistant County Auditor - Audit Division

POSITION #: 6101069002

JOB DESCRIPTION: The Harris County Auditor (Auditor) is the statutory officer responsible for ensuring the strict enforcement of the laws governing the finances for Harris County (County), the third largest county in the nation. The Auditor is required to perform all of the office's duties with the highest level of professionalism, financial stewardship, and integrity. These statutory duties include, but are not limited to, general oversight of the books and records of county, district, and state officials authorized to receive or collect funds or other property used or belonging to the County.

Reporting to the County Auditor, the Chief Assistant of the Audit Division (Chief Assistant) is a senior level executive member of the Harris County Auditor's Office's (Office) leadership team. The position is responsible for providing advanced level oversight on professional auditing work and directing a comprehensive audit program which includes financial and compliance audit projects. Additionally the Chief Assistant provides consulting services to the Auditor's Office management and staff.

The Chief Assistant leads and oversees an Audit Division of approximately 50 individuals. The departments and functions within the Audit Division include Audit Services, Compliance Audit, and Continuous Audit. This individual is expected to provide ongoing training, development, coaching, and supervision of the Audit Division staff. Additionally, this individual is expected to maintain professional ethical standards and effective working relationships with elected and appointed officials; department heads and staff; as well as other individuals. The Chief Assistant will also interface with the County's external auditors to provide assistance with the independent audit and information regarding the internal audit plan, risk assessment, and other matters.

Audit Execution and Project Management

- Demonstrate ability to provide professional leadership and strategic vision for the internal Audit Division, effectively communicate with and constructively influence the leadership team, and inspire confidence with external departments.
- Ensure the County Auditor's statutory financial and compliance reviews of the financial records, reports, and accounts of County officials and departments are fulfilled in a professional and timely manner.
- Establish audit approach, policies and procedures in line with statutory and best practice requirements to guide the Internal Audit staff and establish a high degree of credibility with external auditors.
- Determine the overall performance of audit procedures, including serving as an authority in identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.
- Communicate the results of audit and consulting projects via written reports and oral presentations to County Auditor and client management as required.
- Develop and maintain productive and effective working relationships with high level staff including elected and appointed officials. and, department heads.

People Management and Development

- Provide professional development opportunities for the Audit Division team, including external and internal training to build strong team work and a high degree of organizational collaboration.
- Retain and develop competencies of Internal Audit Directors, Managers, Staff Auditors and IT Auditors.
- Communicate organizational goals and objectives; motivate, develop and train team members to execute on commitments.
- Provide ongoing training and development, coaching, supervision of staff in addition to maintaining professional ethical standards, and effective working relationships.
- Share knowledge and develop staff capabilities to strengthen understanding of industry, organization and statutory issues and internal audit best practices.

WHAT WE OFFER:

- Competitive Salary of up to \$170,000 per Annum
- Vibrant Downtown Houston Location
- Excellent Benefits and Wellness Programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education Available
- Collaborative Environment
- Paid Parking

JOB REQUIREMENTS:

Qualified candidates must possess a Bachelor's degree from an accredited university. Licensure as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is required. Additional certifications (e.g., Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), and Certified Fraud Examiner (CFE)) or an equivalent certification are considered a plus.

Required experience includes:

- Minimum seven years of audit experience should include leading, managing, overseeing, and performing complex professional audits (including IT audits) in a large organization of appropriate scale and complexity as Harris County.

In addition to the above, a well-qualified candidate must also have:

- Demonstrable experience in building consensus, facilitating collaboration, and leading change both tactically as well in broad scope.
- Demonstrated ability in coaching and developing direct reports and staff.
- Must be able to manage a large and diverse portfolio of projects and issues and rapidly assess situations with multiple outcomes and consequences.
- Experience developing and maintaining internal controls and analyzing them; researching and interpreting financial standards.
- Ability to plan and organize work, perform under pressure, and meet deadlines.
- Proficiency in the use of MS Office and complex accounting software.
- Skill in establishing and maintaining professional and effective working relationships with executives and other individuals.
- Excellent communication and presentation skills, with the ability to effectively communicate with both individuals as well as large groups.
- Excellent fluency in the written and oral use of the English language.
- Well-developed critical thinking skills and professional judgement.

Candidates must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.

TO APPLY:

Submit your resume via email to: Apps.HCAO@aud.hctx.net. Please indicate the title and position number in the subject line of the email.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

**Harris County is an Equal Opportunity employer
Applicants are considered without regard to race, color, religion, sex, national origin, age or
disability**