



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Internal Audit Manager	<b>Job Number</b>	606-INTERNALAUDIT-04032018
<b>Department Head</b>	County Auditor	<b>Date Open</b>	April 3, 2018
<b>Salary Range Minimum</b>	\$5,536.15-\$6,228.16 Monthly	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Employment Application
- Cover Letter
- Resume

**You may submit your application documents in any of the following ways:**

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County HR department
- Request PDF forms from [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us) via email
- Hand-deliver to 712 S. Stagecoach Trail, Suite 1063 San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us)

### **Education and/or Experience:**

- Requires bachelor's degree in accounting, finance, or closely related area. Masters degree is desired.
- Requires seven years work experience in the areas of governmental accounting and auditing with three years of supervisory experience.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Government Financial Manager (CGFM) preferred.

### **Other Qualifications, Certificates, Licenses, Registrations:**

- Class "C" Driver's License.
- Ability to maintain continuing education requirements for the State of Texas.

### **Required Skills:**

- Professional skill in directing and participating in the various accounting and auditing activities.
- Professional skill in following county auditing, purchasing, budgeting and accounts payable policy and procedures.
- Professional skill in training and supervising office staff.
- Professional skill in working with mathematical concepts such as probability and statistical inference.
- Professional skill in maintaining accounting and audit records and preparing reports.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.
- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to governmental accounting, auditing, and budget issues.
- Professional project management skills.
- Professional skill in documenting, reading, understanding and maintaining account ledgers and documents.
- Professional skill in developing and writing office procedures.
- Exceptional skill in applying mathematical and algebraic concepts such as fractions, percentages, ratios and proportions.
- Exceptional skill in reviewing, correcting, and evaluating the work of others.
- Exceptional skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General computer skills.
- General organizational skills.
- General skill in keeping others informed.
- General skill in identifying problems and developing solutions.
- General listening skills.
- General skill in planning, assigning and coordinating activities.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

### **Summary**

Under general direction, the Internal Audit Manager plans, directs implements and evaluates all operational aspects of internal auditing and internal examination functions in the Auditor's Office. The Internal Audit Manager assists in the planning and organizing of the preparation of the Audit countywide risk assessment and internal audit plan. Manages all aspects of internal examination and audit services for assigned engagements, including: planning, budgeting, scheduling, risk assessments, preliminary audit surveys, methodologies, fieldwork, audit program, work paper review, report writing, quality assurance, and presentation of results and recommendations for basic and complex engagements as applicable. The work involves treating a variety of problems, questions, or situations in conformance with established criteria as well as establishing internal policies and procedures. Work also involves planning, organizing, directing, and performing a wide variety of professional auditing duties in order to assess the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The Internal Audit Manager assists the First Assistant/County Auditor with administrative and managerial duties as assigned. This position affects the economic well being of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**