

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 4823  
Job Title: Deputy Auditor  
Salary Grade: 24  
Bureau: Executive Agencies  
Department: County Auditor  
Dept. Budget No. 070  
Position I.D. 9500649  
Shakman Exempt

## Characteristics of the Position

### General Overview

Assists County Auditor in administering all functions of the department, involving principally, the establishment and maintenance of uniform accounting procedures and systems, the auditing of receipts and the development of financial data. Assists the County Auditor in the development of policies and in exercising employment decisions such as hiring, performance appraisals and discipline. Designs and coordinates audit seminars to ensure that field auditors receive the necessary education required by government auditing standards. In the absence of the County Auditor, responsible for the administration of the office and ascertaining that office policy is being followed.

### Key Responsibilities and Duties

Supervises the activities of Field Auditors and support staff. Plans, schedules and distributes external audit assignments to monitor accuracy and timeliness of work projects. Privy to highly confidential information including all data resulting from external audits. Performs field reviews of audit work in progress and final reviews of its completed paperwork.

Assists the County Auditor in employment decisions such as hiring, performance appraisals and discipline. Participates on interview panels for divisional consideration of new hires. Identifies employee's strengths and makes recommendations to improve employee's weaknesses through the use of formal and informal methods of performance evaluations. Initiates the progressive disciplinary action of disruptive employees.

Designs and coordinates audit seminars to ensure that field auditors receive the necessary education required by government auditing standards. Monitors the continuing education received by the field auditors to ensure that they are current in their accounting and auditing practices and to maintain a proficient staff. Compiles and maintains all training records in order to retain the office's license as a registered continuing professional education sponsor issued by the Illinois Department of Financial and Professional Regulation.

Develops and updates audit manuals and procedures used by the auditors to ensure compliance with generally accepted accounting principles and auditing standards.

Supervises special projects which may occur in areas not covered in the usual audit examination, as directed by the County Auditor.

In the absence of the County Auditor, responsible for the administration of the office and ascertaining that office policy is being followed.

### **Knowledge, Skills and Abilities**

Basic knowledge of policies and procedures of the County Auditor's office. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Thorough knowledge of generally accepted accounting principles and auditing standards.

Knowledge of basic management practices and procedures.

Ability to maintain confidentiality regarding audits and personnel matters.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify error, irregularities and illegals acts and take appropriate action.

Good interpersonal skills. Ability to demonstrate tact and diplomacy in dealing with employees in a wide range of diverse situations.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Ability to manage multiple projects effectively.

Excellent computer skills.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience as an internal/external auditor working in a large governmental setting or comparable organization **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Accounting or Finance.

Possession of a Certified Public Accountant (CPA) certificate and licensed by the State of Illinois.

Five (5) or more years' experience as an internal/external auditor working in a large governmental setting or comparable organization.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**