

**AUDITOR-CONTROLLER****DEFINITION**

Under general supervision, to perform audits of County departments, County courts, and special assessment districts; and to do related work as required.

**EXAMPLES OF DUTIES**

1. Assists in auditing the accounts of the larger County departments
2. Performs independently less difficult departmental, court and special district audits
3. Examines and analyzes fiscal record-keeping systems of a department
4. Prepares working papers, reports, appropriate comments, and financial statements
5. Analyzes and assists in the development and improvement of accounting systems and procedures
6. Examines fiscal documents such as vouchers, warrants, requisitions, purchase orders, receiving records and invoices
7. Reviews posting to determine that the correct accounting allocation has been made
8. Checks whether expenditures have been made according to contractual requirements and authorized procedures, and that books are properly maintained
9. Notes discrepancies
10. Prepares correspondence.

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge and Skills:****Working knowledge of:**

1. The principles, theories, and procedures of accounting and auditing
2. Public finance and business law influencing County fiscal operations

**Skill and Ability to:**

1. Learn the principles, laws, and procedures involved in the County's auditing and accounting functions
2. Analyze data and draw logical conclusions
3. Establish and maintain effective relationships with those contacted in the course of the work

Auditor-Controller

4. Speak and write effectively.

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Possess an appropriate California operator's license issued by the State Department of Motor Vehicles.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education:

Equivalent to graduation from an accredited four-year college or university with specialization in accounting.

Experience:

One year of responsible experience in internal auditing.

**CLASS HISTORY**

Class Code: 10B02  
Established Date: October, 1969  
Revised Date: n/a  
Former Title: Auditor

**CLASS DATA**

Job Group: 00  
EEO Category: E  
Work Comp. Code: 8810  
Bargaining/Employee Unit: Y  
FLSA: E  
MOCO OT: N

Prepared by:

Approved by:

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County Administrative Office

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Date