

**CALAVERAS COUNTY
ACCOUNTANT/AUDITOR I**

DEFINITION:

Under general direction, performs complex accounting and auditing work for the Auditor/Controller's Office; does related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry level classification in the Accountant/Auditor series; incumbents are expected to possess advanced level accounting and auditing skills and will be assigned specialized projects of a complex nature.

EXAMPLES OF DUTIES:

- Performs complex accounting and auditing work for the Auditor/controller's Office.
- Duties may include preparing a variety of accounting, statistical and narrative reports.
- Reviewing accounting and auditing procedures, making recommendations as appropriate.
- Performing independent audits of an internal and external nature.
- Reviewing accounting and auditing procedures used by county departments.
- Implementing independent audits of cash flow trails and cash records for accuracy and compliance with established policies.
- Prepares audit reports for use by the Auditor/controller, County Administrative Officer and others.
- Researches data for special projects, including preparation of county revenue and expenditure reports.
- Serves as independent resource for information regarding county funding sources, grants and other fiscal matters.
- May perform independent reviews of departmental revenue/expenditure reports to ensure compliance with state, federal and local regulations.

SPECIAL REQUIREMENTS:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Modern methods of accounting and auditing; knowledge of public agency fiscal policies, procedures and methodologies.

Skill and Ability to:

Research, prepare and present statistical/accounting reports in an effective manner; skill to

independently perform complex audits, making recommendations as appropriate; skill to assess, evaluate and correct accounting procedures. Apply modern business practices to county infrastructures; establish and maintain effective working relationships with others; ability to prepare audit reports with constructive recommendations based on findings.

TRAINING AND EXPERIENCE:

Equivalent to a Bachelors Degree in Accounting or Business from an accredited college or university is required along with two years full-time experience in accounting/auditing functions; a Master degree in Accounting or Business Administration or a related field may be substituted for one year of full-time experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate person and by telephone.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

Established: December, 1989
Revised: December, 1992
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