



CLASS SPECIFICATION

Class Title: Lead Reporting Auditor
Department: Auditor
FLSA: Exempt

Class Code: 3368
Grade: 28
Eff. Date: 10/01/07

GENERAL PURPOSE

Under the general guidance and direction of the Chief Deputy performs professional auditing and accounting work related to preparing the County's annual comprehensive financial report; responsible for the accounting and auditing of all County financial funds, financial planning, and reporting in Davis County.

EXAMPLE OF DUTIES

Acts as the County representative during the annual audit of the County's consolidated financial report for independent certified public accountants.

Coordinates and assists departments as necessary for the preparation of the County's annual comprehensive financial report.

Updates and implements auditing standard changes as promulgated by Governmental Accounting Standards Board (GASB) and state audit agencies.

Reviews County expenditures for proper budget appropriations and allocations.

Prepares financial statements for all county funds, including departmental statements comparing actual to budget.

Prepares and analyzes financial and statistical information; develop presentations and report for a variety of uses, including bond and note offerings.

Prepares reports as required by various agencies, such as reports to federal and state agencies on revenue, census, and budget reports, etc.

Advises county departments concerning the financial system, related reports, and on internal control processes regarding receipt of funds.

Conducts fiscal research pertaining to the County.

Completes ad hoc projects as assigned.

Prepares comprehensive technical reports, cost estimates, and budget projections.

Operates motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field, plus five (5) years of full-time work experience in an auditing, accounting, finance, or budgeting, three (3) years of which must be at a senior level auditing or accounting capacity. Preference for (2) years work experience in governmental auditing. An acceptable combination of education and work experience may be considered.

2. Special Qualifications:

Must be a Certified Public Accountant (CPA) or other equivalent certification.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah Driver License.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: accounting principles, practices and techniques; auditing standards as recommended by the American Institute of Certified Public Accountants; governmental accounting techniques and practices including; Governmental Accounting Standards (GASB) and Financial Accounting Standards; applicable laws, codes, and regulations; organizational research methods; financial/statistical analysis; financial planning and reporting practices; computers and work-related computer applications; public administration.

Skill in: operating ten-key adding machine, calculator, computer hardware and applicable software including; applying correct spelling, grammar, and punctuation.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: apply accounting principles and auditing standards to a government sector environment; prepare comprehensive annual financial report; make effective presentation. Assign and monitor work of others; train and evaluate new County employees. Operate all applicable computer hardware and software including Microsoft Word and Excel including macros; communicate effectively (orally and in writing); establish and maintain effective working relationships with employees, other departments, and the general public.