



CAREER OPPORTUNITY

AUDITOR-CONTROLLER'S OFFICE, COUNTY OF SANTA BARBARA



AUDIT SUPERVISOR

\$95,414–\$116,482 ANNUALLY DOB/DOQ (includes annual cash benefit allowance of \$6,149)

This position is eligible for a 5% CPA allowance.

The Internal Audit Division of the Auditor-Controller's Office seeks an Audit Supervisor to be a service to County Administration and the County's 25 decentralized departments. Under the guidance of the Internal Audit Chief, the Audit Supervisor will lead the functional operations for the Internal Audit Division. In addition to technical competence and professional internal audit experience, we are seeking qualified candidates who strive to develop a customer service culture built on collaboration and partnership, oversee a staff of entry level and experienced audit professionals, exhibit excellent verbal and written communication skills, demonstrate political savvy, and have the capacity to assist with building up our internal audit division. This is a great opportunity for an experienced audit professional who is a results-oriented, career-focused, engaging leader, with a desire to effect positive change across an organization.

THE DEPARTMENT

The Auditor-Controller is the chief financial officer of the County and is elected by the voters of the County of Santa Barbara to provide accounting, budgeting and other financial services. The organization is dedicated to act in a way that will serve the public interest, honor the public trust and demonstrate a commitment to professionalism. Our organization is a compelling work environment which promotes: great communication, respect for others, process improvements, team building, workplace satisfaction, and **joy in work**.



THE JOB

Public sector agencies are looking for ways to address financial issues our nation is facing. One of the initiatives that the County of Santa Barbara has undertaken is "Renew 22." This project will look at opportunities to reduce redundancy, improve efficiencies and identify better ways to use information technology to cut costs, without reducing services; the Internal Audit Division will participate in this effort over the next 5 years.

The Audit Supervisor reports directly to the Internal Audit Chief, and has supervisory responsibilities over a staff of 3–5 Accountant-Auditors. As the Audit Supervisor, your role will be critical in assisting the division with achieving the County's audit goals, and ensure ongoing professional development and training for internal audit staff. This position will oversee and/or conduct special projects, risk-based assurance and consulting services (i.e. financial, operational, compliance and IT), assess the effectiveness of internal controls, recommend cost saving improvements to processes, and provide other related engagements including investigations support.

THE IDEAL CANDIDATE

Be a Certified Public Accountant (CPA), and/or Certified Internal Auditor (CIA), and have the skills, knowledge and ability to...

COMPLIANCE/ETHICS

- ▶ Apply and advocate the use of ethical principles and values to the activities being audited.
- ▶ Adhere to the County's key policies, practices and procedures.
- ▶ Consider public interest and public accountability when deciding upon a course of action.
- ▶ Anticipate and respond to staff's problems, concerns and questions
- ▶ Take accountability regarding results in area of responsibility.
- ▶ Continue developing professionally and keep informed regarding audit best practices.

INTERNAL AUDIT DELIVERY/RISK & CONTROLS

- ▶ Apply audit planning supervision procedures, and objectives in the delivery of audit engagements and services.
- ▶ Apply internal control concepts to create audit engagement work programs based upon risk and its adverse impact to the County's objectives.
- ▶ Oversee audit engagement work programs to ensure quality, and meet budget and timelines.
- ▶ Apply information technology savvy to extract and gather data and analyze to produce reports.
- ▶ Ensure work papers are a true reflection of all activities performed during the audit engagement.
- ▶ Present audit findings and recommendations and monitor management's actions to effectively remediate issues.
- ▶ Assesses IT governance, and support a culture of fraud awareness at all levels of the County.

BUSINESS ACUMEN/IMPROVEMENT/INNOVATION

- ▶ Demonstrate knowledge of process design, internal controls and operational risk management.
- ▶ Identify risk associated with change, and adapt audit activity, and provide insight to management to effectively address these risks.
- ▶ Assess and take account of the cultural and technical aspects of financial, managerial and cost accounting concepts, systems and reporting, when conducting and supervising audit engagements.
- ▶ Provide advice in the design and administration of internal control frameworks.
- ▶ Assess how IT contributes to the organization's objectives, and identify relevant risks associated with IT.
- ▶ Champion change, continuous improvement and innovation, and assesses potential barriers.
- ▶ Contribute to proposals for change and clearly articulate the intended benefits.
- ▶ Apply logical problem solving techniques when evaluating business improvement opportunities.
- ▶ Maintain curiosity and exercise professional skepticism.

LEADERSHIP/COMMUNICATION/INFLUENCE

- ▶ Acquaint staff with the principles, practices and standards of internal auditing.
- ▶ Monitor staff performance and workload and provide constructive and timely coaching and feedback.
- ▶ Exemplify and build a high performance culture with staff.
- ▶ Uphold the values of accountability, customer-service, and efficiency.
- ▶ Engage stakeholders in a collaborative, productive and results oriented manner.
- ▶ Communicate and collaborate effectively at multiple levels across an organization.
- ▶ Foster open communication, and secure the trust of others.
- ▶ Organize and express ideas clearly and with confidence.
- ▶ Understand the different aspects of verbal and non-verbal communication, and the important roles they play in our interactions with others.
- ▶ Put people at ease, and builds open, constructive relationships with others.
- ▶ Nurtures and builds effective partnerships with key internal/external stakeholders.



EMPLOYMENT STANDARDS

Possession of a Bachelor's degree in Accounting, Business Administration, Management, Information Technology, Operations Research, Systems/Process Engineering, or directly related; including Possession of a Certified Public Accountant's Certificate **OR** a Certified Internal Auditor Certificate **and**:

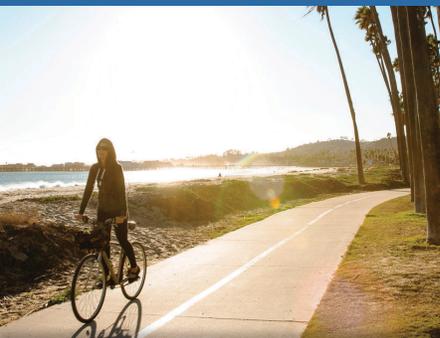
Required

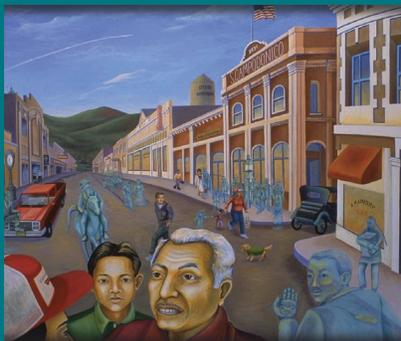
- 1 Minimum of three years of professional experience in internal or external auditing, including at least two years of supervisory or lead worker experience; or,
- 2 minimum of two years of experience performing duties equivalent to the class of Accountant-Auditor III in the Internal Auditing Division of Santa Barbara County; or,
- 3 a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities

Additional Qualifications: Possession of a valid California Class C Driver's License may be required.

Desirable

- ▶ Master's degree.
- ▶ Governmental and Public sector agency experience.
- ▶ Deep knowledge of the International Professional Practices Framework (IPPF) for the practice of internal auditing.
- ▶ Knowledge of enterprise/operational risk management and information systems.
- ▶ Certified Information Systems Auditor (CISA) credential and/or Certified Fraud Examiner (CFE) credential.
- ▶ Knowledge of Audit Electronic Work Papers applications, Data Analytics tools and computer assisted auditing techniques (CAAT).





SALARY & BENEFITS

ANNUAL SALARY: **\$95,414–\$116,482 (DOE/DOQ)**. Salary range includes unit cash allowance of \$6,149. This position is eligible for a 5% CPA allowance.

BENEFITS: The County of Santa Barbara has an attractive benefits package that is available for review on the "benefits" tab above.

HOW TO APPLY

Online Application

The County of Santa Barbara offers a simple and convenient online application (application process should only take 15 minutes). Please apply online at www.sbcountyjobs.com and attach your resume and cover letter.

This is an open continuous recruitment, however **for first consideration apply by MARCH 6, 2018.**

Selection Process

All applications will be reviewed to determine which applicants meet the employment standards. Candidates who meet the employment standards will be matched to the ideal candidate statement and given a score from 70 to 90, which will determine their ranking on the employment list. Top candidates placed on an employment list will be invited to interview and may undergo a background and reference check as part of the selection process. Other requirements/requests may be needed for final candidates selected (e.g., review of driving record, Medical Examination, etc.). Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks.

MARK THE DATE

Interviews are scheduled for
MARCH 30

Relocation

The County may provide reimbursement for reasonable relocation expenses.

QUESTIONS?

Contact your recruiter Wendi Brown at:
wendi@wbrowncreative.com or
541.664.0376 Direct
866.929.WBCP Toll Free



The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.