



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Senior Internal Auditor

An Equal Opportunity Employer

SALARY

\$35.20 - \$42.79 Hourly \$2,825.64 - \$3,434.92 Biweekly \$6,122.22 - \$7,442.32 Monthly
\$73,466.62 - \$89,307.86 Annually

OPENING DATE: 08/18/17

CLOSING DATE: 09/18/17

THE POSITION

The Sonoma County Auditor-Controller-Treasurer-Tax Collector's Office seeks an experienced Senior Internal Auditor!

Starting salary up to \$7,442/Mo.* (\$89,307/Yr.)

What Makes the County of Sonoma a Great Choice

In addition to the training, variety, camaraderie, and generous starting pay, you can look forward to some excellent benefits*, including:

- A \$1,500 Annual Staff Development/Wellness Benefit Allowance
- A monthly cash allowance of approximately \$600
- Competitive vacation and sick leave accruals, and 11 paid holidays per year
- County paid premium contribution to several health plan options
- Retirement fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRA, will receive 3% at 60

*Salary is negotiable commensurate with experience, salary history, and requirements. Benefits described herein do not represent a contract and may be changed without notice.

Being a Senior Internal Auditor

The Senior Internal Auditor is responsible for performing professional internal audit work; conducting performance, operational, financial, and compliance audit projects; providing consulting services to the organization's management and staff; contributing input to the development of the annual internal audit plan; and maintaining all organizational and professional ethical standards in compliance with the IIA's [*International Standards for the Professional Practice of Internal Auditing*](#).

Incumbents conduct complex audits, have lead responsibilities for audit teams, and are required to manage a broad range of complex and technical financial activities. Reporting to the Audit Manager or the Supervising Accountant Auditor, Senior Internal Auditor responsibilities also include:

- Assisting in the identification and evaluation of organizational audit risk areas, and providing input regarding the development of the risk-based annual internal audit plans
- Performing audit procedures, identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures
- Conducting interviews, reviewing documents, developing and administering surveys, composing summary memos, and preparing working papers

- Identifying, developing, and documenting audit issues and recommendations for improvement using independent judgment concerning areas being reviewed
- Communicating the results of audit and consulting projects via written reports and oral presentations on a timely basis to management and the Audit Committee

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

The Civil Service title for this position is Accountant/Auditor II.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education & Experience: Any combination of education and experience which would provide an opportunity to acquire the knowledge and abilities listed above. Normally, either possession of a four year college degree in accounting, finance, economics, management or business administration (or possession of a Certified Public Accountant's Certificate) and two years of professional audit and/or accounting experience (comparable to Accountant II or Accountant/Auditor I).

OR

Seven years experience in governmental auditing and/or accounting, including two years of professional audit and/or accounting experience (comparable to Accountant I or II or Accountant/Auditor I) AND 12 semester units or 16 quarter units of accounting, including Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Cost Accounting or Auditing, would provide such opportunity.

Experience directly related to the assigned section, such as payroll, tax accounting, budget, or auditing may be required.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: general and governmental accounting principles and practices; generally accepted auditing standards, including governmental auditing; laws, regulations, procedures, and policies related to various County fiscal operations; principles of personnel and public administration; principles and practices of employee supervision; automated accounting, payroll, and management information systems and personal computer applications.

Ability to: apply general and governmental accounting principles and practices; use generally accepted auditing standards, including governmental auditing; establish and maintain cooperative work relationships with coworkers, administrative management staff, department heads, and others; problem solve, research and use fiscal documents; plan, manage and perform complex auditing and accounting tasks; plan, organize and direct the work of clerical and technical staff; prepare clear and concise reports and other correspondence; communicate effectively, both orally and in writing; adapt to changing work situations as a result of regulations, laws and requests; explain County financial processes and systems to others; perform mathematical calculations rapidly and accurately; and evaluate and recommend complex accounting systems and procedures.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where

equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/08-0421-O
SENIOR INTERNAL AUDITOR
CG

Senior Internal Auditor Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- American Institute of Certified Public Accountants (AICPA)
- Association of Bay Area Governments (ABAG)
- California City News
- California Certified Public Accountants (CalCPA)
- CalJobs
- CareerBuilder
- College or University
- Craigslist
- Craigslist Sacramento
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Institute of Internal Auditors (IIA)
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- Municipal Management Association of Northern CA
- Press Democrat
- Sacramento Bee
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications.**

Please indicate if you possess any of the following certifications:

- Certified Public Accountant
- Certified Internal Auditor
- Certified Information Systems Auditor
- I do not possess any of the aforementioned certifications

* 3. Please describe your work experience conducting internal audits. For each relevant position, include job title(s), employers name(s), employment dates, and a description of your primary duties and level of responsibility.

- * 4. Please describe your experience conducting internal control evaluations and provide an example that best illustrates your level of experience.

- * 5. Please describe your experience performing research within the context of an internal audit project. Specify the methods used to gather information, scope of your research (laws, regulations, policies, procedures etc.), and how the information was used in the planning and execution of the audit.

- * 6. Please describe your lead/supervisory experience. Specify the number of staff and types of positions you supported, the scope of duties performed and level of responsibility, and how long you held those responsibilities.

- * Required Question