

Internal Audit Manager Leon County Clerk of Courts

Anticipated Start Date December 1, 2011

Starting Salary: \$55,000 - \$65,000

Job Description: This is a high level professional position in the Clerk's Administration Department. General duties include directing and conducting internal audit work for the Clerk of the Court. The Internal Audit Manager is responsible for review and appraisal of Clerk and Board of County Commissioners operations to determine the adequacy of internal controls, compliance with laws, rules and regulations, and to assure the reliability, accuracy and completeness of records. The internal auditor coordinates and cooperates with the external auditors and all audits of Clerk operations by external agencies. The work is performed under general supervision and is reviewed by observation, presentation of audit findings and reports, and ad hoc reports. This position reports to the Clerk of Courts with daily (administrative) reporting to the Chief Deputy Clerk.

Qualifications: Bachelors' degree in Accounting from a four-year college or university or a four-year degree in any subject plus the equivalent of the accounting courses required for a degree in accounting. Minimum of five years proven skills in internal/external auditing (governmental preferred) including 2 years in a supervisory capacity. Active Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certification preferred.

A Full Job description and detailed instructions for application may be found on the Leon County Clerk of Courts web site below. Please include a resume.

http://www.clerk.leon.fl.us/index.php?section=206&server=&page=clerk_services/employment_opportunities/index.html