

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Audit/Compliance Specialist	PAY GRADE: C42
DEPARTMENT: Purchasing Department	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Manager, Purchasing	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: No	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: _____ <i>hrc</i> Department Head/Elected Official	_____ <i>8/28/19</i> Date
_____ <i>Deborah Wilson</i> Human Resources Director	_____ <i>8/28/19</i> Date

I. PURPOSE SUMMARY. Provides auditing and prepares reports regarding grant budgets, financial reporting, and ledger accounts. Recommends and assists with the development of internal controls. Examines and evaluates grant operations within the County to determine if adequate controls exist and recommends best practices that conform to the laws, regulations and standards governing grant operations. Performs research on grant and special projects in support of County departments and County management.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- Reviews/audits a variety of grant financial reports.
- Analyzes and reviews complex statements, reports and contracts.
- Audits journal entries, reconciliations, and schedules to ensure compliance with grant requirements.
- Assists departments with monitoring of internal controls, internal auditing, and ensuring proper postings and compliance with grant financial procedures.
- Responsible for the accurate and timely preparation and submission of all required reports.
- Performs research and prepares reports for special projects.
- Plans, schedules and conducts reviews of grant funding operations and evaluates internal systems controls and compliance with grant requirements; documents findings and formulates recommendations to correct deficiencies, and reduce risk and costs.

- Reviews performance measures and reporting methods; analyzes data to determine the adequacy of controls, duplication of effort, or lack of compliance with laws, regulations, policies and procedures in accordance with granting agency requirements.
- Provides independent review and analysis to ensure adequate controls, establish best practices and compliance with regulatory guidelines; documents review findings; prepares report of findings and recommendations for County management.
- Maintains and enforces all aspects of confidentiality of County information and financial records.
- Oversees, coordinates and monitors assigned programs or projects. May include cost analysis, development of performance benchmarks, or compliance assessments.

III. ADDITIONAL DUTIES. Performs other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor’s degree in Accounting, Finance, Business or related field

B. Experience. Four (4) years of professional finance or auditing experience, preferably in public sector. Previous grant experience preferred.

C. Experience substitution. In accordance with County policy

D. Licenses/Certifications. N/A

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Background and credit check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- Public entity procurement and financial procedures
- Grant funding sources and compliance requirements
- Applicable state laws, rules, regulations and statutes relating to grant funding
- County organization, operations, policies and procedures
- Research methods, statistical methods and comprehensive planning
- Methods used to analyze and synthesize data
- Computers and various software (i.e. word processing, spreadsheets and databases)

Ability to:

- Establish and maintain effective working relationships with officials, managers and employees. Work with others in a positive and collaborative manner
- Exercise a high degree of initiative and judgement, using only brief general directions, to analyze complex issues and problems, apply current research and statistical methods, formulate effective recommendations, and make presentations to department officials, Commissioners and the public when necessary

- Read and interpret reports, regulations, invoices, and other correspondence between state and federal agencies and the County
- Assess and prioritize multiple tasks, projects and demands
- Effectively interact and communicate, both orally and in writing, with community members, county and departmental officials and staff
- Understand, comply with, and improve established policies and procedures

Skills in:

- Reading, writing and mathematical calculations at a technical level
- Goal and program-oriented productivity and quality controls analysis, and forecasting resource requirements.
- General research planning process
- Problem solving techniques
- Project development, scheduling, monitoring and control systems
- Making effective and professional judgements in complex situations
- Statistical analysis, research methods and report presentations

2. FREEDOM TO ACT. Work is performed under the general supervision of the Manager, Purchasing.

3. GUIDELINES AND JUDGMENT. The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

4. PHYSICAL DEMANDS. While performing the duties of the job, the employee will usually remain sitting. The employee must be able to operate specific office and computer equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

5. WORK ENVIRONMENT. Work is generally performed in a standard office environment with no notable adverse conditions.

6. SUPERVISORY RESPONSIBILITY. Does not exercise direct supervision over employees but may supervise processes and projects.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee

Date