

## EAST BAY REGIONAL PARK DISTRICT

### AUDIT MANAGER

#### GENERAL FUNCTION

Under general direction, to manage the District's internal and external financial auditing responsibilities.

#### ESSENTIAL FUNCTIONS

The essential functions of this position may include, but are not limited to, the following:

Internal Auditing of District Operations: Implements comprehensive, practical programs of audit coverage within the District; identifies activities subject to audit coverage to insure compliance with policies, procedures, laws and regulations and with good financial reporting practices; classifies audit projects as to degrees of risk and significance and to frequency of audit coverage. Determines the auditing procedures to be used, including statistical sampling and use of electronic data processing equipment. Identifies key control points of system to assess reliability and integrity of financial information. Audits, or provides for the audit of, capital outlay projects, ongoing operations, accounting functions, cash handling and contract operations as appropriate. Makes oral or written presentations to management, Board of Directors Finance Committee and others discussing audit findings recommendations. Appraises adequacy of corrective actions taken to improve deficient conditions.

Auditing of District-Funded Grants: The District may provide District-funded Measure AA or other grants to local government or other entities. To the extent required by the program, the Audit Manager shall conduct a financial audit of any such grant.

Coordination of Annual Outside Audit: The District is annually audited by an independent CPA firm. This position will be the primary liaison to those auditors and assist by providing access to records and information, providing understanding of existing policies and procedures, setting up meetings with appropriate individuals and in other ways enables the auditors to perform a thorough, efficient audit. Upon audit completion, is responsible to coordinate implementation of audit recommendations as appropriate. May also at the direction of the Chief Financial Officer, provide a similar role in the event of audits by external agencies related to grant or other special funds.

Coordination of Financial Reporting: Provides District management staff and Board of Directors with timely financial information regarding District's financial position and performance. May also coordinate the training of external departments to obtain standard reports from Finance Computer system to monitor individual department or program activities.

#### MINIMUM QUALIFICATIONS

- Education: Bachelor's Degree from an accredited college or university in accounting, finance or a closely related field; and
- Experience: Three years experience conducting financial auditing or other related public accounting experience.
- Substitution: Possession of a current Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA) certification will be accepted in lieu of specific college major.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of and ability to apply auditing principles, methods and procedures to a variety of accounting transactions. Knowledge of established accounting and budgetary procedures of governmental agencies. Knowledge of manual and automated methods of financial data handling. Ability to coordinate the preparation of annual financial statements. Ability to handle confidential information appropriately. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

**SPECIAL CONDITION OF EMPLOYMENT**

A valid California driver's license is a condition of initial and continued employment in this category.

**REPORTS TO:** Chief Financial Officer/Controller

Employment Category: Management, Range MG02

Adopted by Board: 8-1-89/Revised 6-89

Revision Approved by General Manager and Board: September 5, 2000, Resolution No. 2000-9-200