

EAST BAY REGIONAL PARK DISTRICT

AUDIT MANAGER

GENERAL FUNCTION

Under general direction, manages the District's internal 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, programs of audit coverage within the District by performing an annual financial risk assessment that classifies audit projects as to degrees of risk and significance and to frequency of audit coverage. Identifies activities subject to audit coverage by preparing an annual internal audit plan to verify compliance with policies, procedures, laws and regulations and with good financial reporting practices. Conducts, performs, and reports on audits completed by determining the auditing procedures to be used and sampling methods to be applied, and uses electronic data processing applications and equipment as appropriate. Studies the District's internal control, identifies key control points of system to assess reliability and integrity of financial information, and assists District's management in designing, monitoring, and maintaining functional and effective internal controls by providing audit based recommendations. Makes oral or written presentations to management, Board of Directors Finance Committee and others discussing audit findings recommendations.

Auditing of District-Funded Grants: The District may provide District-funded Measures AA and WW, 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 grants.

OTHER FUNCTIONS AND DUTIES

- 1) Cash Management
- 2) Accurate completion and timely submission of Annual State Controller's Report
- 3) Coordination of District audit by external agencies (such as, State Board of Equalization)
- 4) Annual CAFR statistical section and draft review
- 5) Any related tasks as necessary or assigned by the Chief Financial Officer/Controller

MINIMUM QUALIFICATIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and ability to apply auditing principles, methods and procedures to a variety of activities and transactions. Knowledge of established accounting and budgetary procedures of governmental agencies. Knowledge of manual and automated methods of financial data handling. Ability to handle confidential information appropriately. Ability to direct, evaluate and supervise the work of assigned personnel. Ability to analyze complex financial accounting problems. Ability to communicate effectively both orally and in writing. 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

SUPERVISES: Accountant, and may supervise professional and non-professional staff and other functions within the Finance Department as necessary.

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

Revision Approved by General Manager: October 25, 2010