

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - PERFORMANCE AUDIT

Spec No. 9125

BASIC FUNCTION

The primary duties of a Performance Audit Intern are in support of the Snohomish County Performance Audit function under the guidance of the Performance Auditor. A yearly work plan is established that includes specific projects requested by citizens, departments, Snohomish County Council and the Snohomish County Executive. The Performance Audit Intern will conduct analysis and evaluation of Snohomish county operations and planning as well as performance audits of County departments, offices, programs, processes and activities in collaboration with the Performance Auditor. The position may serve as a team member on large projects or may be assigned individual projects depending on the candidate's experience and work plan need.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in reviewing County programs and operations; identifies opportunities for improved effectiveness and efficiency, better compliance with legal and regulatory requirements and stronger administrative controls.
2. Using appropriate research methodologies and following Government Auditing Standards (GAS) guidelines, develops a research plan, gathers and validates data using interview, observation, internal and external surveys, questionnaires and review of files, literature and other documents.
3. Analyzes information and data using appropriate analytical tools, quantitative and qualitative analysis.
4. Assists in the development of findings, recommendations and conclusions based upon data and analysis while following GAS guidelines; develops workpapers from collected and documented evidence to support conclusions and recommendations.
5. Prepares and completes accurate written audit reports, graphic illustrations and visual aids to communicate audit results, describe conditions, and summarize information and data.
6. Under the guidance of the Performance Auditor, provides audit information, status and findings to Council/Staff, Executive/Staff, County Managers/Staff and others.
7. Maintains confidentiality of information gathered; protects against premature or inadvertent communication of conclusions.
8. Maintains files and filing systems, records management and project management as necessary.
9. Attends meetings, conferences and hearings as requested.

MINIMUM QUALIFICATIONS

Applicant must have been involved in an upper class Bachelor's or Graduate level University program in performance or financial auditing.

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KNOWLEDGE AND ABILITIES

- Enjoy complex challenges;
- Work well with all types of people;
- Have excellent analytical abilities;
- Have excellent writing skills;
- Have strong skills with Microsoft Word and Excel;
- Experience working in a highly political environment or at a minimum have ability to effectively manage their work in this environment;
- Have strong organizational abilities.

SUPERVISION

Assignment of tasks and work product flow is directly supervised by Performance Auditor.

WORKING CONDITIONS

The work is performed in the usual office environment. Some travel will be required to visit off-site county offices. The employee may be required to work evenings and week-ends.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Established: January 2005
EEO Category: 6 – Administrative Support
Pay Range: \$10.00 per hour
Workers Comp: 5306 Non-Hazardous