

15-478

EXHIBIT B

Internal Auditor 1 - DRAFT

Classification

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Classification Title	Internal Auditor 1 - DRAFT
Classification Code	12901 - DRAFT
Classification Group	Unclassified
Salary Category	CI
Salary Grade	1
Step	0
Min Salary	\$19.71
Mid Salary	\$24.94
Max Salary	\$30.17

General Overview Under supervision of the Assistant Director, Senior Administrator, and/or designated team leader (Auditor 2 or Auditor 3), performs professional internal auditing work. Work involves conducting performance and compliance audit projects; maintains all organizational and professional ethical standards. Performs other related duties as required.

Required Qualifications Combinations of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Bachelor's degree from an accredited college or university in accounting, finance, or similar discipline.

Knowledge, Skills, and Abilities **Knowledge of** and **skill** in applying internal auditing and government accounting principles and practices*. Understanding of the Generally Accepted Government Auditing Standards (GAGAS) and the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors (IIA), * management information systems terminology, concepts and practices; industry program policies, procedures, regulations and laws.

Skill in collecting and analyzing data, evaluating information and systems, and drawing logical conclusions; planning and time management, and in maintaining composure under pressure while meeting multiple deadlines; using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries, and analyses; effective verbal and written

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