



ORANGE COUNTY

Department of Human Resources
333 W. Santa Ana Blvd,
Santa Ana, CA 92701

ochr@ocgov.com

<http://www.ocgov.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Internal Auditor**

SALARY

\$82,945.00 - \$124,417.00 Annually

ISSUE DATE: 01/12/12

FINAL FILING DATE: Continuous

THE POSITION



INTERNAL AUDITOR

RECRUITMENT/POSITION INFORMATION

The Orange County Employees Retirement System (OCERS) is seeking an Internal Auditor to conduct a wide range of operational and compliance audits. This recruitment is being held to establish an Open Specialty Eligible List to fill a vacancy within OCERS. **The Internal Auditor position works directly for OCERS and is not County of Orange employment.**

Applications will be accepted on a continuous basis until the needs of OCERS has been met. ***Please apply immediately as this recruitment may close at any time.***

The Internal Auditor is responsible for ensuring that OCERS has a comprehensive system of financial and operational internal controls to minimize risks and substantiate overall system compliance.

The ideal candidate will possess:

- Experience in performing governmental-internal audits
- A strong background in accounting or finance
- Excellent organizational and time management skills
- A hands-on approach and an ability to balance multiple priorities
- Superior quantitative and analytical skills

- A commitment to proactive compliance and risk management
- A strong and flexible work ethic

General Duties:

Under general supervision performs audits in compliance with the Standards for the Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors and OCERS Internal Audit policies and procedures.

- Determines nature of OCERS processes and formulates objective opinions on their adequacy, effectiveness, and efficiency.
- Verifies and analyzes transactions, management representations, documents, records, methods of reporting, receipts, disbursements, etc. for adequacy, effectiveness, errors, irregularities and inconsistencies.
- Reviews records to determine compliance with stated goals and objectives.
- Evaluates information system controls, and assesses system security and data integrity.
- Follows up to assess implementation of recommendations and their effectiveness.
- Prepares and presents written audit reports with recommendations on audit findings and follows up on the status of findings and recommendations.

DESIRABLE QUALIFICATIONS

The ideal candidate will possess a current/valid certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

MINIMUM QUALIFICATIONS

[Please click here to view the minimum qualification and education substitution criteria](#)

Education/Experience:

- Graduation from a four-year college or university with a BA or BS degree in accounting, business or public administration, economics or a related field which included thirty-six semester units in accounting, auditing, cost accounting, and other business related courses.
- Three years of professional accounting or internal auditing experience which demonstrates possession of the knowledge and abilities listed above.

Knowledge of:

- Theory, principle and practice of auditing, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Standards for the professional practice of internal auditing (Institute of Internal Auditors); Generally Accepted Auditing Standards; Generally Accepted Government Auditing Standards, and information systems auditing standards.
- Generally Accepted Accounting Principles and internal control frameworks (such as COSO).
- Generally research and analytical techniques.
- Internal controls, including an understanding of information systems controls.
- Statistical methods, including qualitative and quantitative analysis and statistical sampling.

- Computer-based information systems and use of computers for research and analysis.

NOTE:

Prior to employment with OCERS, a background investigation will be conducted, checking criminal and civil records, education and professional experience. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

WHAT DOES THE [ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM \(OCERS\)](#) DO?

OCERS provides retirement, death, disability, and cost-of living benefits to employees of the County of Orange and certain County districts. OCERS is governed by a nine-member Board of Retirement that is responsible for managing a \$9 billion dollar fund. OCERS provides retirement, death, disability, and cost-of living benefits to retirees of the County of Orange and certain County districts. For more information on OCERS, please visit our website at: www.ocers.org

BENEFITS

OCERS offers a competitive benefit package which includes a choice of several health plans, annual leave (includes paid vacation), paid holidays, and OCERS retirement plan has reciprocity with the Public Employees Retirement System (PERS). Participation in a deferred compensation plan is also available. OCERS also offers a \$3,000 annual Educational and Professional Reimbursement.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS

OCERS is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. Applicants are encouraged to contact the recruiter listed below for any questions on accommodation during the testing/selection process.

SELECTION PROCEDURE

OCERS Human Resources Department screens all applications and supplemental information forms to identify the qualified candidates. **Applications submitted without a completed supplemental information form will be disqualified from further consideration.** After screening, the more qualified candidates will be referred to the next step and notified of all further procedures applicable to their application status.

Application Rating: (Refer/Non-Refer) Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. All notifications regarding this recruitment will be sent via e-mail.

Qualifications Appraisal Panel: (Weighted 100%) Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

ELIGIBLE LIST

After all the test procedures have been completed OCERS Human Resources Department will establish an eligible list of up to three categories of qualified candidates.

HOW TO APPLY

- Only on-line applications with the completed supplemental questions will be accepted.
- E-mail is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and only use one email account.
- Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above.
- It is recommended that you record and print your confirmation page, as this verifies receipt of your on-line application.
- You may apply on-line at the County of Orange website: www.oc.ca.gov
- For Specific information pertaining to this recruitment please contact Teresa Panameño at (714) 569-4847 or email tpanameno@ocers.org **Do not submit resumes to this email address as they will not be considered in lieu of the required application process.**

EEO INFORMATION

OCERS, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/jobs>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8006MR-0112-157(O)

INTERNAL AUDITOR

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Internal Auditor Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree?
 - Yes
 - No
- * 2. Do you possess a current/valid certificate in (select all that apply):
 - Certified Public Accountant (CPA)
 - Certified Internal Auditor (CIA)
 - Certified Information Systems Auditor (CISA)
 - None
- * 3. Describe the scope of accounting and auditing that you have performed in the following categories: a) Financial Statements b) Compliance c.) Economy and Efficiency d.) Any other accounting and auditing related experience (e.g. Control Self Assessment Grants/Contracts, Information Systems/Technology)
- * 4. Explain the process you have used to conduct an evaluation of internal controls.
- * 5. Explain your experience in developing and maintaining relationships with: a) auditors b) management for whom audits are performed c) governing boards
- * 6. Describe your experience preparing written reports, including types of reports and levels to

whom they were submitted.

* 7. Describe your computer experience related to accounting and auditing.

8. List any other relevant education or certifications.

* Required Question