

**OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
LAKE COUNTY, FLORIDA  
POSITION DESCRIPTION**

JOB TITLE:                      Inspector General Audit Manager

SALARY RANGE:                \$61,659 - \$111,150

JOB SUMMARY:

Under the direction of the Inspector General, is responsible for planning, executing, and reporting of audits in order to analyze and evaluate risks and the effectiveness of procedures, programs, and operating controls to mitigate risks. Manages the hiring, training, workload, and performance of auditors. This position is distinguished from others in this classification by the increased level of experience, education, and training required as well as the complexity of work performed. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Assists with risk assessments and development of the annual audit plan.
- Participates in development, implementation, and maintenance of department policies, objectives, and short- and long-range planning.
- Develops and monitors departmental key performance indicators to achieve quality outcomes.
- Keeps abreast of policies and procedures, current trends and developments in the auditing profession, and changes in local, state, and federal laws, as applicable.
- Ensures auditors receive appropriate and timely training so they can perform their assignments well.
- Schedules and manages performance of engagements, reviews workpapers, and audit reports.
- Performs preliminary planning and establishes direction for complex audits, assigns auditors, and provides leadership.
- Manages audit quality by ensuring conformance with the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors (*Standards*), while meeting established time budget.
- Confers with management concerning audit results and collaborates with them on risk mitigation action plans.
- Ensures auditor's follow-up of management's remediation is conducted accurately, completely, and timely.
- Serves as a consultant on complex engagements regarding best practices in governance, risks and controls, and associated procedures and policies.
- Develops and provides training on risks and controls to others, as requested.
- Plans and conducts investigations relating to fraud, waste, or abuse.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Public Administration from an accredited college or university or an equivalent combination of education, training, and experience.
- Four years of direct, verifiable, and related work experience in auditing. Direct experience must be sufficient to successfully perform the essential duties of the job.
- The ability to acquire certification as a Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA)
- Valid Florida driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of internal controls.
- Knowledge of the mandatory elements of The Institute of Internal Auditors' (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *Standards*, and the Definition of Internal Auditing.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster staff development and performance.
- Ability to motivate others, promote teamwork, and foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, stakeholders, and others.
- Ability to provide technical guidance and training to end users.
- Ability to develop, plan, and implement short- and long-range goals.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

PHYSICAL ACTIVITIES:

- Walking, Fingering, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.



**Gary J. Cooney**

*Clerk of the Circuit Court and Comptroller  
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## SUMMARY OF BENEFITS

Effective 10/01/2023

<b>EMPLOYEE BENEFITS</b>	
<b>Annual (vacation) Leave:</b> 1 - 3 years employed 4 - 15 years employed 16+ years employed	Earn 113.10 hours/year (15.08 days) Earn 136.50 hours/year (18.20 days) Earn 181.35 hours/year (24.18 days)
<b>Sick Leave</b> <i>(may use after 6 months of employment)</i>	Earn 90.285 hours/year (12.038 days)
<b>Bonus Vacation Leave</b> <i>(additional leave earned for unused sick hours)</i>	Earn up to 37.50 hours/year (5 days)
<b>Holidays</b> <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i>	12 paid days/year
<b>Bereavement Leave</b> <i>(leave for death of an immediate family member)</i>	3 paid days
<b>Florida State Retirement System</b> <i>(pension and investment plan options)</i>	Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i>
<b>457 Deferred Compensation Plan</b> <i>(supplemental retirement savings account)</i>	Employee contribution (pre-tax)
<b>Payroll Direct Deposit</b>	Employee choice of any ACH bank
<b>Post-Employment Health Plan</b> <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i>	Payout of unused sick leave for qualified health premiums

*This summary is offered as general information only and is not a complete list of all employee benefits.*

**Contact Us:**

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E-mail: jobs@lakecountyclerk.org

<b>INSURANCE BENEFITS</b> (coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee)	
<b>Medical Insurance</b> <i>(includes pharmacy benefit and use of the Employee Clinic)</i>  HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent.....	Paid by Employee (pre-tax dollars)  <u>Employee Only</u> <u>Family</u> \$51.98/month   \$224.10/month \$68.60/month   \$271.20/month \$822.00/dependent/month \$845.24/dependent/month
<b>Employee Clinic</b> On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more.	Free when enrolled in the Clerk's Office Medical Insurance
<b>Dental Insurance</b>  HMO..... PPO.....	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$0.00/month   \$ 9.62/month   \$17.04/month \$0.00/month   \$18.50/month   \$40.32/month
<b>Vision Insurance</b>	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month   \$12.08/month
<b>Employee Life Insurance</b> <i>(Basic Term-Life Insurance and Accidental Death &amp; Dismemberment)</i>	Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000
<b>Supplemental Term-Life Insurance and AD&amp;D</b> Employee, spouse, and child(ren)	Paid by Employee
<b>Disability Insurance</b> Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability.....	Paid by Clerk's Office Paid by Employee Paid by Employee
<b>U.S. Legal Services</b> Family Defender..... Identity Defender..... Family & Identity Defender.....	Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month
<b>Flexible Spending Reimbursement Accounts</b> <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care.....	Paid by Employee (pre-tax dollars)  Elect up to \$3,050/year Elect up to \$5,000/year
<b>Employee Assistance Plan</b>	Paid by Clerk's Office
<b>AFLAC</b> Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren)	Paid by Employee Price based on plan selected and covered members
<b>Pet Insurance</b>	Paid by Employee Price based on plan selected