



NOTICE OF JOB OPENING

- JOB TITLE:** Senior Auditor
- DEPARTMENT:** County Auditor – Audit Services
- HOURS:** 40 Hours per Week
- SALARY:** The Harris County Auditor’s Office offers a professional and stable work environment with a competitive salary, excellent benefits and a flex work schedule.
- JOB REQUIREMENTS:** Qualified candidates must have a Bachelor's degree in accounting or related subject with thirty hours of accounting and at least five years of experience in public or internal Audit. Experience must include audit assignments in which effective testing methods were developed and applied to assess internal controls and/or potential weaknesses.
- CPA or CIA preferred. Proficient in the use of MS Word and Excel. Fluency in the written and oral use of the English language is required along with above average interpersonal, analytical and problem solving skills.
- Must be legally eligible to work in the United States. We do not provide visa sponsorship.
- Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull up to 50 lbs., lift and carry up to 20 lbs.
- JOB DESCRIPTION:** Senior Auditors are expected to plan and coordinate audit engagements. Ensure findings and recommendations are appropriately supported and documented. Determine work assignments, supervise and mentor junior staff members. Draft and review audit reports with Audit Services and client management. We utilize state-of-the-art software including; ACL, Auto Audit - Automated Working Papers and VISIO working on laptop computers with encrypted flash drives. Our audit processes are rated by an external quality assessment as meeting compliance with the standards of the IIA.
- CLOSING DATE:** Open until filled

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY