



"People to match our mountains."
Buncombe County, North Carolina

Buncombe County, North Carolina is seeking an Internal Audit Director.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





The Position: Internal Audit Director

The primary purpose of this position is to manage the development and execution of a comprehensive internal audit program to help ensure County financial and operational integrity, accountability, efficiency and effectiveness; compliance with policies, procedures, laws and regulations; and to assess management's system of internal controls to minimize the risk of fraud, waste, and abuse of County resources. Routine consultation and advisory services to county management and staff.

Minimum education, training, and/or experience: Requires a Bachelor's Degree in Accounting, Business Administration, Finance or related field with course work equivalent to a major concentration in Accounting and 10 years of progressively responsible experience in governmental auditing, accounting, or finance or a related field with 5-7 years of supervisory experience in governmental auditing or accounting. Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) designation is required. Master's degree is preferred.

Essential functions:

- Responsible for the overall development and design of the County's internal audit program by determining areas of risk and audit priorities as it relates to adherence to GAAP, GAAS, Buncombe County policies, and policies of granting agencies.
- Provide leadership and strategic direction for determining priorities, goals and objectives to help ensure County financial and operational integrity, accountability, efficiency and effectiveness.
- Plan, organize and coordinate complex project activities including the development and execution of a comprehensive internal audit program.
- Develop proposals and reports on internal audits and related issues and presents recommendations to County Management and Audit Committee, as appropriate.

Duties, Responsibilities, and Other Functions:

- Evaluate, assess and make recommendations to County Manager and Audit Committee with respect to various conclusions and findings.
- Ensure reports, studies, and plans are appropriately processed in accordance with federal, state, and county laws and ordinances.
- Ensure that purchasing and financial transactions are properly conducted in accordance with County policies and procedures.
- Responsible for overall management of the Internal Audit department; including budget research, development, preparation, and monitoring to ensure cost effectiveness.
- Develop and evaluate policies and procedures to effectively carry out departmental operations.
- Promote collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues.
- Provides departmental personnel management; oversees and performs employee evaluations; administers human resources policies and procedures; determines appropriate personnel actions.
- Performs other duties as assigned.

Note: The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities. This job description does not create a contract of employment and Buncombe County reserves the right to amend or change responsibilities to meet business and organizational needs as necessary.

Typical Work Schedule:

- M – F during business hours (8:00am – 5:00pm)
- Nature of work requires attendance during business hours
- Regular, predictable attendance is essential

Supervision Received:

Reports functionally to the Audit Committee as appointed by the Board of County Commissioners and administratively to the County Manager.

Supervisory Responsibilities:**Consequence of Error:**

- Error in work could....

Knowledge, Skills, Abilities, and Other Abilities:

- Knowledge of internal auditing standards, procedures, techniques, and internal controls.
- Knowledge of governmental accounting principles, methods and practices.

- Knowledge of Generally Accepted Government Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Auditing Standards (GAAS).
- Knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds.
- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Knowledge of personnel recruitment, selection, and the use of personnel information systems.
- Thorough knowledge of principles and processes for providing customer services; this includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of current trends and practices related to the use of technology in internal auditing and related activities.
- Ability to use logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Ability to establish and implement effective administrative and management programs and procedures.
- Ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies.
- Ability to perform arithmetic, algebraic, and statistical applications.
- Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.
- Ability to analyze and evaluate complex financial data, internal controls and operational systems and procedures.

Organization Conformance Standards for all positions:

- Communicate clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Interact with other employees, customers and partners with professionalism and cultural competency.
- Work effectively and efficiently as a team contributor including interacting, communicating and coordinating work efforts with other employees and organizations to accomplish a common task.

- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADA, FMLA and other federal state and local standards.

Department: County Administration

Location: Asheville, NC

Job Posting End Date: Position will remain open until filled. However, interested candidates are encouraged to apply no later than June 4, 2019. Following this date, applicants will be screened against criteria outlined in the announcement.

Compensation: The hiring range is \$87,211 - \$115,554. The County offers a competitive salary and excellent benefits depending on qualifications. To apply, visit [buncombecounty.org/jobs](https://www.buncombecounty.org/jobs)

