



Department/Agency:	Executive Legislative	New Position Date:	
Position:	Audit & Performance Coordinator	Date Revised:	11/16
Position Reports to:	Director	FLSA Status:	Non Exempt
Division:	Office of Audit & Performance	Grade:	5
Status:	Part-Time	Direct Reports:	0

Position Summary

Position is responsible for managing administrative and clerical duties of the Office of Audit & Performance. Additionally, this position will assist in the operations of both the internal audit, and performance & innovation functions of the Office.

Position Responsibilities

- Monitor and track staff timekeeping.
 - Process and record expenditures and procurements.
 - Track and monitor staff training, continuing professional education requirements
 - Monitor the budget, assets, and supplies in an effort to ensure activities do not exceed resources.
 - Maintain and update schedules and appointments for executive staff.
 - Serve as the primary liaison between Human Resources and office staff.
 - Manages the internship program.
 - Manage the staff function of the Audit Committee; to include scheduling, creating agendas, communicating with members, and taking minutes of the meetings.
 - Assisting in the development, creation, and distribution of correspondence, both internally and externally.
 - Reconcile billed charges and records to ensure accuracy.
 - Maintain the Office’s website.
 - Provide a secondary level of quality control by reviewing documents for consistency and accuracy.
 - Research and assess the applicability of policies, procedures, and statutory guidelines for various projects and activities.
- This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Job Knowledge, Experience, and Skills Required

High school diploma and/or GED and a minimum of two (2) years of work experience in a field related to the functions of this position. A Bachelor Degree is preferred. Project Management Professional (PMP) certification preferred.

Requires effective verbal and writing skills. Must be familiar with computer-based accounting systems and business software such as word processing, spreadsheets, and databases. Ability to research and comprehend federal, state, and local laws and regulations. Ability to understand city-county government, its structure and functions. Ability to understand city-county accounting and operating policies, practices, and procedures. Ability to maintain confidentiality of confidential data. Requires a valid Driver's License.

Independent Judgment

Independent judgment is regularly utilized when there are no available policies and procedures and errors in judgment may cause inconsistencies and inconveniences as well as regulatory and budgetary problems.

Working Conditions

The incumbent interacts with people throughout city-county government, along with external auditors, vendors, contractors, consultants, and various state officials. Relationships require a high degree of courtesy, diplomacy and tact. Work is performed in both standard office and non-office environments with frequent travel to outlying units of city departments and county offices.

Signatures

_____ Supervisor/Manager	_____ Date
_____ Administrator/Agency Head	_____ Date
_____ Human Resources – Supervisor-Compensation & Records	_____ Date

Date Printed: December 15, 2016