



ST. FRANCOIS COUNTY, MISSOURI

Job Title:	Audit Specialist	Job Category:	Accounting/Auditing
Department/Group:	County Auditor's Office	Job Code/ Req#:	AUD104
Location:	St. Francois County Annex	Travel Required:	Limited
Level/Salary Range:	\$32,760 - \$34,125 per year and benefits	Position Type:	Full-time, 35 hours per week
HR Contact:	Amber Menjoulet	Date posted:	April 11, 2018
Internal posting URL:	http://www.sfcgov.org	Posting Expires:	April 27, 2018
Applications Accepted By:			
FAX OR E-MAIL: (573) 760-9610 or AMenjoulet@sfcgov.org Subject Line: Audit Specialist Attention: Amber Menjoulet		MAIL: ATTN: Amber Menjoulet 1 West Liberty Street Suite 302 Farmington, Missouri 63640	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>The Audit Specialist is responsible for assisting the Audit Manager as directed; conducts financial, operational, and grant management for the County. The Audit Specialist is responsible for examining the accuracy and completeness of records and preparing journal entries accordingly. Additional responsibilities include the following:</p> <ul style="list-style-type: none"> • Maintain fixed assets and inventory items, including inventory counts and depreciation calculations • Maintain and document all County contracts and bids • Maintain and document all County grant information • Audit County information for compliance with County policy and Missouri State Statutes • Review and prepare monthly financials along with preparing journal entries as needed • Assist with auditing procedures or other staff as needed 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<p>A bachelor's degree, preferably in Accounting or Business, with a minimum 3 years of auditing or accounting experience. Applicants without an Accounting degree must have a minimum of 5 years or more of auditing or accounting experience.</p>			
PREFERRED SKILLS			
<p>Applicants must have the following skills:</p> <ul style="list-style-type: none"> • Proficient in Microsoft office • Good written and verbal communication skills • Strong analytical skills • Ability to work independently and also on a team • Knowledge of financial software 			
Approved By:	Louie Seiberlich, County Auditor	Date:	April 11, 2018