



## ST. FRANCOIS COUNTY, MISSOURI

<b>Job Title:</b>	Audit Specialist	<b>Job Category:</b>	Accounting/Auditing
<b>Department/Group:</b>	County Auditor's Office	<b>Job Code/ Req#:</b>	AUDSPEC2021
<b>Location:</b>	St. Francois County Annex	<b>Travel Required:</b>	Limited
<b>Level/Salary Range:</b>	\$16.00-\$18.00/hr	<b>Position Type:</b>	Full-time, 35 hours per week
<b>Contact:</b>	Amber Menjoulet	<b>Date posted:</b>	September 3, 2021
<b>Internal posting URL:</b>	<a href="http://www.sfcgov.org/employment/">www.sfcgov.org/employment/</a>	<b>Posting Expires:</b>	October 1, 2021
<b>Resume and Application Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (573) 760-9610 or <a href="mailto:AMenjoulet@sfcgov.org">AMenjoulet@sfcgov.org</a> Subject Line: Audit Specialist <b>Attention:</b> Amber Menjoulet		<b>MAIL:</b> ATTN: Amber Menjoulet 1 West Liberty Street Suite 302 Farmington, Missouri 63640	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <p>The Audit Specialist is responsible for assisting the Audit Manager as directed; conducts financial and operational duties 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"> <li>• Maintain fixed assets and inventory items, including inventory counts and depreciation calculations</li> <li>• Perform physical inventory counts.</li> <li>• Prepare and submit reimbursements for the County.</li> <li>• Maintain charge account files.</li> <li>• Audit County information for compliance with County policy and Missouri State Statutes</li> <li>• Review and prepare monthly financials along with preparing journal entries as needed</li> <li>• Assist with auditing procedures or other staff as needed</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> <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>			
<b>PREFERRED SKILLS</b> <p>Applicants must have the following skills:</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft office</li> <li>• Good written and verbal communication skills</li> <li>• Strong analytical skills</li> <li>• Ability to work independently and on a team</li> <li>• Knowledge of financial software</li> </ul>			
<b>Approved By:</b>	Louie Seiberlich, County Auditor	<b>Date:</b>	September 3, 2021