



## PRINCIPAL INTERNAL AUDITOR

**FC:** FC301  
**PB:** 7  
**FLSA:** Exempt

**BU:** 91 (NR)  
**Created:** March 2000  
**Revised:** June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, performs the most technical and complex tasks related to the District's internal/external audits and investigation coordination; ensures work quality and adherence to established policies and procedures; participates in and lead cross-functional and multi-department teams to facilitate improvements to the District's internal control environment; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This professional level classification is the highest level within the Internal Auditor series. Classifications at this level perform the highly and technical work and have a full understanding of the operating procedures and policies of the work unit. Classifications at this master level perform the most technical and complex duties assigned to the series. This classification may also be responsible for overseeing the work of outside contractors or assisting higher-level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. Master level classes such as this are an extension of the advanced journey level class representing the highest non-supervisory principal tier or specialized advanced journey level. This classification is distinguished from the Senior Internal Auditor in the latter possess a specialized, technical or functional expertise within the area of assignment or may act as a lead for assigned lower level staff.

### **REPORTS TO**

Manager of Internal Audit or designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Establishes schedules and methods for providing internal audit and external audit coordination services; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.
2. Participates in the development of District and departmental policies and procedures and goals and objectives; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

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3. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
4. Conducts complex financial-related, performance, compliance, contract, and investigative audits to evaluate District systems and controls; prepares and presents audit findings and recommendations; provides assistance to District departments in implementing audit recommendations.
5. Performs the most technical and complex tasks of the work unit including specialized audits, analyses, and investigations of District operations, finances, and relationships with external parties.
6. Provides audit guidance and oversight on assigned projects and on the Department's adherence to
7. relevant professional auditing standards.
8. Coordinates audit activities within the District and, when necessary, with external parties.
9. Audits contract provisions and change orders related to rates, claims and approved cost of work; audits contractor and other third-party books and records.
10. Develops and recommends improvements to computerized systems.
11. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
12. Prepares analytical and narrative reports on audited activities in clear and concise language and in accordance with Generally Accepted government Auditing standards.
13. Attends and participates in professional group meetings; stays current on new trends and innovations in the fields of audit, investigations, and accounting.
14. May plan, prioritize, assign, and review the work of staff responsible for complex audits in assigned area.
15. Assists legal staff and outside counsel as requested in preparation and modification of contractual documents and contract research and participates in legal proceedings as required.
16. Assists project personnel, and contract administration in negotiations with contractors and cities concerning overhead rates, costs and claims.

## **QUALIFICATIONS**

### **Knowledge of:**

- General Accepted Accounting Principles (GAAP)
- Generally Accepted Government Auditing Standards (GAGAS)
- Automated workpapers software
- Operations, services and activities of a comprehensive professional internal auditing program
- Grants, funding and budgeting on the federal, state and local levels

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- Contract and agreement language for both commercial and government entities
- Principles of financial and operational analysis
- Fraud and fraud prevention methodology
- Financial, statistical and comparative analysis techniques and formulas
- Advanced principles and practices of auditing and accounting
- Methods and techniques for assessing performance against established objectives
- Office procedures, methods and equipment including computers
- Applicable computer software applications
- Related Federal, State and local laws, codes and regulations

### **Skills/Ability in:**

- Performing complex financial, statistical, comparative and management analyses
- Performing accurate complex financial calculations
- Identifying and assessing management and financial risks
- Matching audit objectives and District needs
- Executing audits to obtain practical results
- Selecting, leading, scheduling, training and evaluating staff
- Interpreting complex computerized records and reports
- Assessing manual and computerized records and reports from outside entities and agencies
- Interfacing with technical, legal and Project personnel to evaluate complex claim issues
- Special Investigations for the District
- Interpreting complex contract provisions and change orders
- Interpreting and explaining federal, state, and District policies and procedures
- Preparing clear and concise audit reports in accordance with Generally Accepted Government Auditing Standards
- Operating office equipment including computers and using a broad range of PC based software tools
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those supervised and contacted in the course of the work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

#### **Experience:**

The equivalent of four (4) years of (full-time equivalent) verifiable professional experience in audit or related experience.

#### **License or Certificate:**

A valid certificate as a Certified Fraud Examiner (CFE), Certified Public Accountant (CPA), or Certified Internal Auditor (CIA) is preferred.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0800 – Accountants and Auditors  
**Safety Sensitive:** No