



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Internal Auditor	<u>Effective Date:</u>	December 2025
<u>Department:</u>	Auditor	<u>Division:</u>	Auditor
<u>Accountable to:</u>	Audit Manager	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate-level tasks conducting financial, operational, and performance audits of county operations. This role involves evaluating internal controls, identifying risks, and ensuring compliance with policies and regulations. The Internal Auditor is responsible for analyzing financial data, preparing reports, and making recommendations to enhance efficiency and effectiveness. Strong analytical and communication skills are essential for success in this position.

Supervision Received

Work is performed under the limited supervision of Audit Manager.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists in the preparation of the County's Annual Financial Report; reports audit findings and makes recommendations for the correction of unsatisfactory conditions.
2. Reconciles and submits requests for payments from funded Grants.
3. Conducts audits in all financial areas and compliance reviews of the county at various sites with little supervision; reports audit findings and makes recommendations for the correction of unsatisfactory conditions, includes cash, check handling, and fixed assets.
4. Prepares and documents internal control procedures utilizing a personal computer and financial applications software including spreadsheets and word processing; comprehends and communicates complex auditing and accounting techniques; assists County personnel by analyzing problems and recommending solutions; investigates complaints concerning alleged improper actions of County employees.
5. Copies documents, forms, and papers; assists to sign for Accounts Payable and Payroll; interfaces with personnel, other departments, and outside auditors.

MINIMUM QUALIFICATIONS

- Bachelor's degree and considerable (3-5 years) experience required.
- Knowledge of Generally Accepted Accounting Principles (GAAP) as adopted by the Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB).

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.