

UTILITY AUDITOR I

NATURE OF WORK IN THIS CLASS:

This is routine professional utility auditing work that involves financial, operational, and compliance examinations and evaluations of various programs and projects with various funding sources under the Internal Audit Division of the Authority.

Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Audit's the utility's financial, operational, and compliance of programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management.

Assists higher level utility auditors in the performance of more complex financial and compliance audits of varied utility programs and transactions.

Analyze data and events from various program/software reports to identify patterns and potential areas for utility cost and process improvements.

Assists in the identification of organizational strategy and development of uniform policies, procedures, practices, and standards for process improvement and efficiency.

Conducts exit conferences with department officials to discuss audit findings and recommendations.

Assists in the preparation of audit reports on findings and recommendations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer systems, applications and programs, and administrative and office processes/functions.

Knowledge of the principles, practices and techniques of auditing, accounting and organizational management.

Knowledge of the basic principles and practices of management.

Ability to learn and apply auditing techniques and practices.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to learn and apply computer system application utilized by the utility, to include but not limited to Landis+Gyr Command Center; MeterSense MDMS; Customer Care & Billing (CC&B); and JD Edwards.

Ability to examine and evaluate financial documents, statements and other operating reports.

Ability to make work decisions in accordance with the utility's program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to effectively handle issues and challenging situations.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

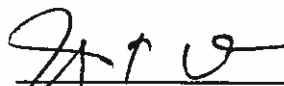
MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized or accredited college or university with a Bachelor's degree in Public or Business Administration, Management, Accounting, Finance or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: December 2016



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities