

## UTILITY AUDITOR II

### **NATURE OF WORK IN THIS CLASS:**

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

Employees in this class perform moderately complex professional auditing work independently on an ongoing basis and participate in the full range of complex professional duties under supervision.

**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.)*

Conducts moderately complex financial and compliance utility audits of varied programs; reviews grant application/contracts, transactions, financial reports, and other documents.

Examines and determines the accuracy and propriety of transactions, accounts, and reports presented; and determines the degree of compliance with laws, regulations and other guidelines, and of operating control in terms of reasonableness, consistency, and adherence to accepted accounting principles and management practices.

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

Assist higher level auditors in more complex financial and compliance audits of the utility's varied programs and transactions.

Assist in the testing of accounting records and evaluation of the adequacy and application of accounting financial and operational control.

Prepares detailed audit reports on findings, identifying discrepancies and irregularities noted.

Provides recommendations containing organizational strategy and the 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.

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 and of the basic trends and current development in general operational and organizational management.

Knowledge of utility program objectives, policies, standards, procedures and activities.

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

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:**

- A. Three (3) years of experience as a Utility Auditor I or equivalent work, and 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; or
- B. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

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

Established: December 2016



**JOSEPH T. DUENAS, Chairman**  
**Consolidated Commission on Utilities**