INTERNAL AUDIT & WELLNESS SERVICES DIRECTOR

DEFINITION OF WORK

Employee in this classification performs responsible professional work directing the County-wide expanded internal audit section and wellness service functions that include overseeing the County's employee health clinic, pharmacy and wellness Program. This position is responsible for the establishment of long and short term goals and objectives; the formulation of programs and policies; and the overall direction of staffing, training, and development. Position plans, prioritizes, assigns, supervises and reviews the work of professional and technical staff. Directs wellness service functions related to the planning and operations of the county employee wellness program and serves as primary liaison between the County departments and other county and external organizations, groups, businesses, etc. Work is performed under the direct supervision of the Assistant County Manager for Finance & Administration and is evaluated through conferences and the analysis of work performed.

EXAMPLES OF WORK

Develop, recommend, and implement goals and objectives for all components of the internal audit. Provide leadership in the development of control guidelines and audit programs. Responsible for the development and administration of the wellness services budget, direct the forecast of funds needed for staffing equipment materials and supplies, monitor and approve expenditures. Plan, prioritize, assign, supervise and review the work of professional, technical, and clerical staff involved in internal audit and wellness services, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Reviews processes and procedures to recommend and implement process improvements and increased controls for various functions throughout county government. Respond to and resolve difficult and sensitive employee and citizen inquiries and complaints. Serve as liaison with wellness clinic representatives. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wellness and internal audit initiatives. Ensure compliance with federal and state laws, audit standards and legal opinions. Develop strong internal audit programs, insuring the continued monitoring and minimization of potential risks. Work as liaison and partner to the external audit, providing external audit services related to single audit requirements of the County's annual audit. Serve as the County audit/financial representative for the Tourism Development Authority. Attends board meetings and assists with financial and audit needs as necessary. Serve as the administrator of the County employee whistleblower hotline. Investigate complaints, assists in resolving issues, makes recommendations and follows-up with hotline service with a resolution. Reviews monthly statistical reports provided by hotline services. Coordinate ordering the necessary forms and posters to properly advertise the availability of the hotline to employees. Attend Partnership for Children board meetings as designee for the County Manager. Assists with Human Resources investigations arising from formal employee complaints or concerns raised by management to include establishing procedures, participating in interviews or investigations, assisting in writing/documenting findings, as requested. Must deal tactfully with controversial issues/problems and maintain successful working relationships with clients, other employees, administrators, and the public. Regularly monitor the quality and quantity of service delivery efforts. Responsible for the development and administration of the wellness services budget; direct the forecast of funds needed for staffing, equipment, materials and supplies, monitor and approve expenditures; implement adjustments as necessary. Respond to and resolve difficult and sensitive employee and citizen inquiries and complaints. Supervise the planning and implementation of the county's internal audit programs; develop and implement internal audit and wellness policies and procedures and monitor compliance. Monitors economic development incentive agreements to ensure compliance with contracts.

Verifies investments and calculates payments to the businesses involved. Serves as the Administrator of building security. Activates and issues key access cards to the Courthouse, Historic Courthouse, Spring Lake Resource Center, Community Corrections facility and Animal Services. Investigates problems with cards and/or card readers. Monitors access to the buildings using key card system and camera system routinely or as requested by management or department heads and investigates any problems, as needed. Ensures building doors are locked and unlocked at appropriate times. Reviews and verifies paperwork that must be approved and signed by the County Manager prior to being submitted to the NC Department of Agriculture for a spay/neuter program administered by a local non-profit whose grant funding is passed through the County. Prepares a preliminary schedule of all the state and federal grants that the County expects to receive during the fiscal year. This schedule is used by the external auditors to evaluate which County programs that will be audited at year-end. Reconciles all state and federal grants received by the County to the appropriate accounts receivable accounts on the County's general ledger, annually. Acts as liaison between County departments and external audit firm during the County's annual audit. Assist the external auditors with the annual Single Audit by fulfilling a contractual commitment of 235 hours per annual audit.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, accounting or finance with a minimum of 4 to 6 years of progressive experience and/or training that includes auditing government programs, activities and/or services for compliance purposes; or equivalent combination of education, training and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of principles and practices of accounting and auditing work; and of terminology and related professional languages used as pertains to work responsibilities. Considerable knowledge of professional fiscal theory, techniques, practices, and procedure; and of the laws, ordinances, standards and regulations pertaining to the essential duties and responsibilities of the position. Working knowledge of the County's financial and budget systems; operational characteristics, services and activities of an internal audit program, modern and complex principles and practices of internal audit program development and administration and wellness program principles and practices; supervisory practices and skill in supervising others, including communication skills, how to delegate and assign duties, how to deal effectively with difficult employees, how to evaluate performance and participate in disciplinary actions; principles of supervision, training and performance evaluation; principles of wellness programs; and pertinent federal, state and local laws, codes and regulations pertaining to internal audit. Work requires knowledge of the principles and techniques of a comprehensive wellness program administration; methods of internal audit procedures; pharmacy and clinic operations; design and funding of employee wellness programs; and accounting requirements pertaining to internal audit and pharmacy operations.

Ability to: Plan, organize, supervise, and implement the functions of an internal audit program and wellness program; maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts; provide professional leadership and direction for the internal audit program; develop, recommend, and implement goals, policies and procedures for providing effective and efficient internal audit and wellness services; prepare and administer a budget, prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions and project consequences of proposed actions and implement; maintain confidentiality; manage multi-faceted programs (internal audit, pharmacy, wellness); provide positive, effective leadership; interpret and apply federal, state and local laws, policies, procedures and regulations; communicate clearly and concisely, both orally and in writing; build rapport throughout the organization, establish collaborative relationships to achieve objectives; seek win-win solutions to conflict; develop network of professional contacts; display empathy and tolerate diverse viewpoints; and exercise sound judgment in complex issues.

SPECIAL REQUIREMENTS

Licensure or certification as a certified public accountant, internal auditor, fraud examiner, or information system auditor is preferred. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work requires the ability to perform simple movements requiring moderate coordination. Tasks regularly require oral and written communications ability. Tasks are regularly performed without exposure to adverse environmental conditions. Most tasks are regularly performed in a typical office setting. Exceptions to that include work at Animal Services, Solid Waste, Central Maintenance Facility and the Health Department.

PHYSICAL REQUIREMENTS

Employee must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions. Work requires the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 -10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Employee must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.