Job Posting

**Job Title**  Internal Auditor - Division of Internal Audit

**Job ID**  3549

**Location**  Fayette County

**Full/Part Time**  Full-Time

**Regular/Temporary**  Regular

---

**SALARY**

Pay grade: 520

Minimum pay is $49,899.20 annually

This position is EXEMPT and NOT eligible for over-time.

---

**FILING DEADLINE DATE**

November 25, 2019

---

**GENERAL DESCRIPTION**

The purpose of this classification is to analyze and audit various internal Divisions and Departments to ensure internal controls, policy compliance, operational effectiveness and efficiency, and IT controls are in place and effective, and provide recommendations based on findings.

This classification works under close to general supervision according to set procedures, but determines how or when to complete tasks.

---

**MINIMUM REQUIREMENTS**

Bachelor's degree in business, accounting, finance or a related field; and, a minimum of six (6) years of experience to include four (4) years in auditing or accounting; or, an equivalent combination of education, training and experience.

---

**ESSENTIAL FUNCTIONS**

• Plans and conducts financial, operational, and compliance audits of various Departments and Divisions

• Performs audits through evaluations and examination of transactions and business processes

• Researches written material, interviews employees and management, analyzes data, performs detail testing, and interprets and summarizes data to identify methods to enhance compliance with internal controls and processes

• Identifies best practices when applicable
• Communicates progress and results of audits with auditees and management
• Prepares reports summarizing audit findings
• Performs follow-up audits to assess implementation of corrective courses of action and compliance

HOW TO APPLY

Submit LFUCG electronic application through www.lexingtonky.gov and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with appropriate discharge) by filing deadline date.

RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION, but may be electronically attached/uploaded to the application.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer.

***APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER***

CLOSING STATEMENT

Lexington-Fayette Urban County Government offers an outstanding benefits package, i.e. voluntary benefits spending account program; three weeks vacation and three weeks sick leave per year.

Applicants must be able to perform all essential job functions, as identified in the job posting. All positions require drug testing before employment and may require a pre-employment physical.

All applicants on previous eligibility lists for this classification must reapply in order to compete for this and future vacancies which may occur while this eligibility list is in effect.

The LFUCG is an Equal Employment Opportunity (EEO) employer, and as such is committed to nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity in hiring, promotion, discharge, pay and other aspects of employment.

CONTACT INFORMATION

For further information, call, e-mail, or visit:
Division of Human Resources
200 East Main Street
Lexington, KY 40507
Phone: (859) 258-3030
Web site: www.lexingtonky.gov
E-mail: jobs@lexingtonky.gov