

Chief Assistant County Auditor – Internal Audit Division



Harris County is the third-largest county in the United States and is known for its diverse population, vibrant economy, and commitment to public service. Harris County provides numerous services to the community including public health services, disaster recovery, toll roads, flood mitigation, and justice administration. The Harris County Auditor's Office is led by the County Auditor and includes the Accounting and Internal Audit divisions which are charged with financial oversight of the more than 90 departments within Harris County. The work of the Harris County Auditor's Office makes a difference in the lives of millions of residents by ensuring the integrity and efficiency of our fiscal operations. We are seeking a visionary and dynamic leader for the role of Harris County Chief Assistant County Auditor – Internal Audit Division.

What We Offer Future Team Members

- Competitive pay; up to \$218,000 based on experience, skills and qualifications
- Hybrid telework
- Excellent benefits and wellness programs, including a zero-premium medical plan for employees (*spouse and dependent coverage available at a cost*)
- Outstanding retirement program
- Corporate memberships and discounts
- Family-friendly workplace, including up to 12 weeks of Paid Parental Leave
- Paid Time Off (accruals based on length of service) and sick leave
- 11 paid holidays and 1 floating holiday
- Subsidized transit/commute
- Public Service Loan Forgiveness (PSLF) Qualifying Employer
- Opportunities for growth and professional development
- Limited relocation benefits

Job Overview

The Chief Assistant County Auditor – Internal Audit Division is responsible for developing and leading the overall internal audit function for the County and for planning and conducting compliance, financial and operational audits to evaluate and improve the effectiveness of governance, risk management, and internal control processes. Reporting to the Harris County Auditor and overseeing a Division of 47 individuals, the position plays a critical role in safeguarding the Harris County by proactively managing operational risks, promoting resilience, ensuring adherence to risk related standards, and leading the independent internal audit function. The successful candidate will be able to demonstrate their ability to balance risk oversight and audit independence.

Your Core Responsibilities:

The Internal Audit Division is comprised of the following departments: Assurance and Advisory Services, Compliance Audit and Fraud, Waste, & Abuse Hotline, and Data Analytics and Technology Audit. As the Chief Assistant, your core responsibilities include:

1. **Strategic Leadership:**
 - Develop and implement a comprehensive internal audit strategy aligned with organizational objectives and regulatory requirements and Internal Audit Standards.

- Align audit activities with the organization's strategic goals.
- Lead and manage a team of internal auditors to develop and implement a risk-based audit plan.

2. Risk Assessment and Compliance:

- Foster a risk-aware culture throughout the organization.
- Assess risk frameworks relevant to our business and identify internal control weaknesses.
- Direct initiatives to proactively identify, escalate, and solve complex risk and control issues as well as potential conflicts in a timely manner.
- Develop auditing strategies for both optional and mandatory compliance reviews.

3. Fraud Prevention and Education:

- Oversee the Harris County Fraud, Waste, & Abuse (FWA) Hotline.
- Provide guidance on investigations related to FWA allegations.
- Incorporate FWA results into fraud risk identification and mitigation.
- Educate departments on internal controls and fraud risk arising from FWA allegations.

4. Department Oversight:

- Provide ongoing training, development, coaching, and supervision to the Audit Division staff.
- Foster a collaborative and growth-oriented environment.
- Develop and monitor the \$7.2 million operating budget of the Internal Audit Division, for approval by the County Auditor.
- Monitor and verify the adequacy, effectiveness, and correct operation of the internal control system.

5. Stakeholder Engagement:

- Collaborate with County leadership, elected officials, and other stakeholders to inspire confidence and cultivate productive working relationships.
- Partner with senior leaders to enable risk informed key business and strategy decisions.
- Provide objective oversight to senior leadership.
- Communicate audit findings and recommendations clearly to drive positive change.
- Interface with external auditors to assist with independent audits and provide information on the internal audit plan and risk assessment.
- Develop a detailed understanding of business strategy, the customer base (County departments and services), as well as relevant issues, frameworks, and emerging risks for the County.

Qualifications

Education

- Bachelor's degree in accounting, finance, or a related field.
- Master's degree preferred.
- Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

- Additional certifications e.g., Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE), or an equivalent certification are preferred.

Experience

- Minimum ten (10) years of audit experience including a minimum of 4 years leading, managing, overseeing, and performing complex professional audits—including IT audits—in a large organization of appropriate scale and complexity as Harris County.
- Comprehensive understanding of multiple disciplines: Audit, Risk, Compliance.

Knowledge, Skills & Abilities (KSAs)

- Demonstrable experience in building consensus, facilitating collaboration, and leading change both tactically as well as in broad scope.
- Strong understanding of risk management frameworks and best practices.
- Ability to manage a large and diverse portfolio of projects and rapidly assess situations with multiple outcomes and consequences.
- Proven ability to create a culture of excellence and high performance through vision and example.
- Ability to provide audit consultation, with broad scope, to senior management, elected and appointed officials, department heads, and staff.
- Strong understanding of audit standards, accounting principles, and financial analysis.
- Proven ability to negotiate and implement change across direct areas of responsibility, including collaborating with stakeholders within and beyond the function.
- Ability to plan and organize work, perform under pressure, and meet deadlines.
- Proficiency in the use of: MS Office 365, data analytics tools, electronic workpapers, and PeopleSoft or similar large-scale ERP system.
- Excellent communication and presentation skills, with the ability to effectively communicate with both individuals as well as large groups.
- Well-developed critical thinking skills and professional judgement.
- Ability to remain unbiased in a diverse working environment.
- Excellent leadership and staff development skills.

Nature of Work

- Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull up to 40 lbs. and lift/carry up to 20 lbs.
- Occasional travel throughout Harris County will be required.
- Hybrid telework schedule | Monday – Friday | 40 hrs. per week | Exempt
- May be required to work more than 40 hours during the workweek or on weekends when special projects or deadlines need to be met.

TO APPLY: Interested candidates should apply via:

<https://auditorharriscountytexas.com/applicantpro.com/jobs/3361997>

The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities. The vision of the Harris County Auditor's Office is to create and maintain an environment of sound fiscal management and efficient financial operations at all levels of county government, while providing support to Commissioners Court, County Officials, Department Heads, and the public with the highest level of integrity and financial stewardship.

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytexas.com/Pages/EqualEmploymentOpportunityPlan.aspx>