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Job 1 of 1

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Bulletin Number 2606BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title ACCOUNTANT-AUDITOR

Filing Type Standard

Filing End Date 07/08/2011

Filing End Time 5:00 pm PST

General Information **FILING INFORMATION: ONLINE FILING ONLY**

You MUST complete the filing process ONLINE (via electronic submission). **RESUMES SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

Note: Applicants must either upload required documents e.g. copy of last two performance evaluations, last two years time history records, and a cover letter, as attachments or fax to (213) 947-4848 on the day of submitting your resume online. Please include your name, bulletin number and position title of the vacancy in which you are applying for on all faxed documents.

All materials submitted will be evaluated. Only the most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection.

Requirements Permanent County of Los Angeles employees who hold the payroll title of Accountant-Auditor (81J) or equivalent are invited to submit a resume with a copy of their last two performance evaluations, last two years time history records, and a cover letter highlighting their educational background, work experience and any additional information the candidate wishes to be considered.

Desirable Qualifications

- Strong analytical and organizational skills

- Excellent verbal and written communication skills
- Experience writing investigative reports
- Experience conducting criminal and/or administrative investigations
- Possession of an active certification as a Certified Fraud Examiner, Certified Internal Auditor or Certified Public Accountant
- Ability to work in an unstructured environment

Duties

This position reports to a higher level professional in the Division and will be primarily responsible for assisting in conducting complex criminal and administrative investigations of fraud, corruption and misconduct by County managers, employees and vendors; and assisting in conducting specialized audits, management and operational reviews, and time-sensitive investigations of sensitive/critical government operations, as requested by the Board of Supervisors. Such investigations range in scope from personnel improprieties and computer misuse to criminal investigations of embezzlement and conflict of interest.

Vacancy Information

The Department of Auditor-Controller, Office of County Investigations, is seeking a well-qualified and highly motivated individual to fill the position of Accountant-Auditor. This vacancy is headquartered at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California, 90012.

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