



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MONITOR II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Monitor II position is a technical position requiring experience in general auditing work. The position requires monitoring/auditing of cities, nonprofit organizations and sub recipients that are funded with Urban County Program (UCP) funds. The position requires the review of files and documents to assess compliance with federal rules and regulations and contracts provisions. The Monitor position requires professional conduct, cooperation and tact when dealing with governmental and other business entities.

EXAMPLES OF WORK PERFORMED

Conducts internal audits and prepares reports of department finances and operations including contracting, personnel, purchasing, payroll and fiscal procedures

Develops, plans and coordinates, in conjunction with the Director, the implementation of specialized or non-standard audits; selects audit methods, level and aspects of analysis, and investigative procedures

Surveys and evaluates strengths and weaknesses of internal controls and operational procedures and report's findings to the Director

Develop plans and coordinates implementation of the annual inventory verification; assists in preparation and/or gathering of audit work-papers

Makes recommendations concerning deficiencies found by outside and internal audits

As directed by the Director, conducts reviews to determine if the department and UCP sub recipients are in compliance with federal, state and local regulations in its programs and grants administration

As directed by the Director, may act as liaison for outside agencies, investigating potential illegal activities

Assists the Director or designee in resolving special problems and completing projects which impact and entire department and funding programs

Develops, interprets and applies procedures to maintain required records

Conducts specifically assigned special investigations and compiles information for the Director and prepares formal reports on all investigations

Coordinates the planning and development of the Standard Operating Procedures (SOP's) of the Department; maintains and controls the SOP's central book (s) and the distribution of the individual SOP's

Develops internal policies and procedures for the internal audit and regulatory compliance functions

Performs such other duties as may be assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university in Accounting, Public Administration or related field

Three (3) years of auditing experience

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of HUD, municipal, State and Department procurement and contracting policies, procedures and practices; knowledge and experience in Accounting Standards for Non-Profit organizations and governmental entities

Considerable knowledge of audit theory, generally accepted accounting principles and practices, basic statistics and computerized management information systems

Considerable knowledge of HUD, State regulations and Department policies procedures and practices pertaining to the various programs, fund accounting, finance, federal procurement and supervisory and communications skills

Skills in analysis and evaluation of internal controls and management procedures

Ability to work independently, objectively and exercise independent judgment

Familiar with American Fundware Software and Microsoft Office Suites, HUD reporting system-IDIS

Must be qualified to be bonded

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations