Position Description

POSITION TITLE: Auditor
REPORTS TO: Chief Branch Discipline Counsel
SUPERVISES THE FOLLOWING POSITIONS:
SUMMARY FUNCTION: Performs compliance audits of various attorney trust accounts, reporting compliance with The Rules Regulating The Florida Bar.

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<tr>
<th>% of Time</th>
<th>Essential Duties and Responsibilities</th>
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<tbody>
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<td>70</td>
<td>Conducts forensic audits and reviews of trust accounts and other attorney accounts for compliance with The Rules Regulating The Florida Bar.</td>
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<td>Provides written reports and/or affidavits regarding audit and record reviews.</td>
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<td>Provides testimony when and where required.</td>
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<td>Assists with budget preparation, miscellaneous matters related to the prosecutions, conducts trust accounting workshops, and speaks at various bar presentations on the subject of trust accounting.</td>
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<td>Other duties as assigned.</td>
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Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:
- Accounting and auditing principles and methods
- Budgetary process
- Adobe Acrobat

**Skilled in:**
- Microsoft Word, Excel and Outlook
- Various automated accounting software packages
- Accounting and auditing
- Forensic accounting techniques
- Working with data from downloaded sources
- Report writing

**Ability to:**
- Testify effectively
- Audit financial systems, procedures, and records
- Interpret and analyze financial data
- Interpret policies and procedures
- Create ADA compliant forms and documents using Adobe
- Think logically and effectively problem solve
- Organize and prioritize work
- Execute short and long range planning
- Communicate effectively and professionally, both oral and written
- Tactfully manage difficult situations
- Demonstrate initiative in group projects and individual settings
- Operate well under pressure and in a team atmosphere
- Consistently provide an excellent service-oriented attitude
- Use discretion and independent judgment
- Travel
- Learn The Rules Regulating The Florida Bar

**MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:**

**Required Minimum Education:**
Bachelor's Degree in Accounting (proof of degree required at interview).

**Required Minimum Professional Work Experience:**
Four (4) years of forensic accounting, internal auditing, fraud examination, public accounting or similar professional experience in an inspector general or compliance unit.

**Required Licensure Certification(s):**

**Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):**
- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

**Additional Information:**
Highly preferred - active Florida CPA, CIA or CFE certificate. Present certificate at interview.
This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.