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.

% of Time Essential Duties and Responsibilities
70 Conducts forensic audits and reviews of trust accounts and other attorney accounts for compliance with The Rules Regulating The Florida Bar.
15 Provides written reports and/or affidavits regarding audit and record reviews.
5 Provides testimony when and where required.
5 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.
5 Other duties as assigned.

Non-Essential Duties and Responsibilities

Knowledge, Skills, and Abilities required for the positions

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.

Incumbent's Signature: ______________________      Date: ________________

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.