Ryan L. Butler
Clerk of Circuit Court & Comptroller
P.O. Box 1028
Vero Beach, FL 32961-1028
Telephone: (772) 226-3100

JOB VACANCY NOTICE

Job Title: **Internal Auditor I**	Position **#2026-0011-101**
Department: **Internal Audit**	Posting Date: **10/20/2026**
Entry Salary: **$2,500.00, biweekly**	
Job Type: **Full-Time Exempt**	

MAJOR JOB DUTIES:

Under general direction from the Clerk of Court, performs annual audits of guardianship cases. Assists the Internal Director with tourist development tax enforcement and auditing. Under general direction from the Chief Deputy Comptroller and the Senior Accountant, completes annual inventories covering all land, buildings, equipment, and other improvements funded and/or owned by the Board of County Commissioners, Clerk of Court, Property Appraiser, Tax Collector, and Supervisor of Elections.

NECESSARY SKILLS:

- Ability to prepare, analyze, verify, adjust, and maintain a variety of moderately complex accounting and financial records, and compile data and prepare reports from such records.
- Working knowledge of State statutes, policies, and procedures relating to Guardianship cases and tourist development tax enforcement.
- Knowledge of capital assets inventory practices and procedures.

HOURS:
8:30am-5:00pm*
Monday-Friday
County Administration Complex
**Hours must be adjusted accordingly during Inventory season to complete early-morning and late-night inventories. Start time may be as early as 7:00am and ending time may be as late as 9:30pm.*

INTERNAL AUDITOR I

DEPARTMENT: Internal Audit

MAJOR PURPOSE OF JOB:

Under general direction from the Clerk of Court, performs annual audits of guardianship cases. Assists the Internal Director with tourist development tax enforcement and auditing. Under general direction from the Chief Deputy Comptroller and the Senior Accountant, completes annual inventories covering all land, buildings, equipment, and other improvements funded and/or owned by the Board of County Commissioners, Clerk of Court, Property Appraiser, Tax Collector, and Supervisor of Elections.

MAJOR JOB DUTIES:

1. Performs annual audits of all Guardianship cases. This includes, but is not limited to, verifying all accountings are in balance, accounts are property titled, accountings have proper documentation, and disbursements were statutorily allowed for the benefit of the ward. Consultation with the Guardian's accountant or attorney, and the Court, may be required.

2. Maintains and processes case lists of delinquent guardianship reports and accountings and provides to the Court for action. Prepares Orders for the Court.

3. Assists with enforcement of the county's tourist development tax by investigating property owners who have not remitted taxes, conducting audits of rental properties, and preparing tax liens when necessary.

4. Conducts annual physical inventories of all capital assets owned by assigned public agencies. Conducts research and initiates actions to resolve discrepancies. Coordinates with Comptroller's Senior Accountant on any inventory changes and updates that are required to be made.

5. Other duties as required under appropriate supervision that support the mission and function of the Clerk's Office.

(These Major Job Duties are not a complete statement of all duties required of the job. Incumbent will be required to perform such other related job duties as may be assigned or required.)

PREFERRED QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to prepare, analyze, verify, adjust, and maintain a variety of moderately complex accounting and financial records, and compile data and prepare reports from such records.
- Working knowledge of State statutes, policies, and procedures relating to Guardianship cases.
- Working knowledge of State statutes, policies, and procedures relating to tourist development tax enforcement.
- Knowledge of capital assets inventory practices and procedures.
- Extensive knowledge of business English, including, but not limited to, spelling, grammar, and punctuation.

- Skill and ability to operate with appropriate speed and accuracy a computer and other standard office equipment. Ability to learn and use specialized software utilized by the Clerk's Office.
- Considerable knowledge of the Clerk's Office organization, functions, and operating policies and procedures.
- Ability to establish and maintain effective working relationships with other Clerk's Office personnel, judges, court personnel, attorneys, other public agencies, and members of the general public.
- Ability to communicate effectively in oral and written forms and understand and follow simple to complex oral and written instructions.
- Ability to work independently.
- Ability to work with confidential and/or sensitive data while complying with state and federal guidelines and legal advice restrictions.
- Working knowledge of the goals and focuses of the Clerk's Office.
- Must possess a valid Florida Driver's License and be able to safely operate an automobile.

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree or higher in accounting or a finance-related field.

PERSONAL WORK RELATIONSHIPS:

- Clerk's Office employees: accomplishing job duties.
- Judges, court personnel, attorneys, other public agencies, and members of the general public: problem solving and giving, receiving, and interpreting information in order to render service.

ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:

- Works in a standard office environment, normally seated, but confined to the work area for extended periods of time.
- Incumbent will be exposed to traffic conditions, inclement weather, etc., while traveling to complete inventories.
- Required physical abilities include but are not limited to: the ability to remain alert; sitting/standing; bending/squatting; climbing/reaching; crouching/kneeling; pushing/pulling; speech and hearing as required for verbal and telephone conversation; visual acuity and clarity either assisted or non-assisted including full field of vision, color and depth perception as required for daily tasks of communication, filing, reviewing paperwork, computer operation, etc.; repetitive action and manual dexterity, fine manipulation and motor skills; lifting and carrying moderately heavy objects (approximately 10 pounds).
- Regular in office attendance is required.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

APPROVED: Ryan L. Butler
Digitally signed by Ryan L. Butler
Date: 2026.10.15 10:25:17 -04'00'

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