

INTERNAL AUDITOR

NATURE OF WORK

This is responsible professional work developing and implementing the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency of City Departments.

Work involves evaluating compliance with applicable ordinances, regulations and contracts. An employee in this class is expected to exercise considerable independent judgment and initiative in performing assigned duties. General supervision is received from the Finance Director.

EXAMPLES OF WORK PERFORMED

Develops short and long-range objectives of the Internal Audit Division that are based on the City's overall mission and vision.

Performs internal audits of City operations to determine legal and financial compliance and operational program efficiency and effectiveness.

Performs audits of various City departments, programs and systems to determine effectiveness of the programs and to ensure that appropriate internal controls are in place.

Makes recommendations to Departments, Mayor, and the City Council for improvements in policies, procedures, operations, programs, etc.

Assists Departments, Mayor, and City Council with identifying and assessing strategic risks; makes recommendations to the City on various performance audit issues and needs.

Conducts and prepares reports on special investigations.

Maintains a working relationship with the City's external auditor.

Participates in process and internal control improvement initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of federal, state, and local laws and regulations regarding municipal accounting, auditing and budgeting.

Considerable knowledge of the concepts for review and evaluation of internal control systems and auditing procedures.

Considerable knowledge of accounting principles, internal controls, and management systems.

Knowledge of the functions and organization of municipal government.

Knowledge of microcomputers and business software applications.

Knowledge of statistical methods and practices.

Ability to determine needs, gather, analyze and present data to provide accurate information for management's use.

Ability to establish and maintain effective working relationships with governmental officials, employees and the general public.

Ability to identify and conceptualize complex issues.

Ability to plan work by developing audit scope, objectives and methodology.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in accounting, auditing, or related field supplemented by a Master's degree in public accounting, business administration, or public administration; considerable experience in auditing, program evaluation or related experience; and considerable experience in a management capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in accounting, auditing, or related field; considerable experience in auditing, program evaluation or related experience in complex governmental organization; and experience in senior audit management; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)

DESIRABLE SPECIAL QUALIFICATIONS

Certification as a Certified Fraud Examiner (CFE); or Certified Information Systems Auditor (CISA); or Certified Management Accountant (CMA).

Approved by: _____
Department Head Personnel Director