INTERNAL AUDITOR

DEFINITION
Under general supervision, conducts a variety of management studies and audits to ensure that the City practices, policies and procedures are with compliance with federal, state and local rules and regulations governing the city’s financial status.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Establishes risk-based internal audit plans using a systematic and disciplined approach to conduct city-wide routine and periodic financial audits and make recommendations to the Chief Financial Officer;
- Assesses city-wide internal control systems including authorization of transactions, recording and reporting of transactions for compliance with generally accepted governmental practices, City policies and procedures and related laws and regulations;
- Performs program and grant audits, revenue and tax audits of City businesses;
- Works with City departments to properly assess current practices and ensure adoption of recommended actions to safeguard public assets and improve operational effectiveness;
- Reviews existing and develop new operating policies/procedures to ensure adequate internal controls and operational procedures.
- Works with outside contractors engaged in independent audits of financial statements and internal business practices.
- Conducts special reviews at the request of Administration and performs other related duties, as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledgeable of:** Auditing theory, practice and administration, management theory and best business practices, interpersonal dynamics, communication techniques, Quantitative analysis methods, and accounting and finance; and quality customer service techniques.
- **Ability to:** communicate effectively with a variety of individuals and groups to convey audit objectives, evaluations, conclusions, and recommendations, both orally and in writing; maintain effective working relationships with all levels of staff, and elected officials; maintain objectivity when making findings, conclusion and recommendations; and be able to provide effective customer service lead, train, schedule and coordinate varying projects;
- **Skilled in:** effective written and verbal communication, evaluating and developing best business practices for project plan management, working effectively with a team and individually to implement approved policy and procedures change; managing conflicting deadlines and priorities to achieve city wide goals;
- **Proficient in** the use of a personal computer and other electronic devices to include MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

**Education, Training and Experience**
Bachelor degree from a four-year accredited college or university in Accounting, Business Administration, Public Administration or a closely related field AND four years of recent professional Municipal experience and project management experience performing financial and/or operational audits, program auditing, financial reporting or financial operations review activities. Certification as Certified Internal Auditor (CIA) and/or Certified Public
INTERNAL AUDITOR

Accountant is desirable.