AUDITOR

NATURE OF WORK

This is professional accounting related work performing internal audits of various City agencies and departments, including external government organizations and commercial firms with which contractual relationships exist with the City.

Work involves performing risk assessments, developing and executing audit programs, assisting with investigations, making recommendations, and effectively communicating audit findings and recommendations to City management through operational, performance, financial, revenue and compliance audits, performed in accordance with the annual audit plan. Work includes the preparation of various working papers, schedules and audit reports, some of which may be of a confidential nature. Work also includes assisting with varied audit matters and other special projects. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements which may be established by City rules or applicable policy. Work is performed under the direction of an administrative supervisor and is reviewed through conversation, conferences, analysis of work papers and reports and evaluation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Conducts internal audits of a wide range of City organizational operations and activities in accordance with generally accepted auditing standards and departmental policies and procedures.

Conducts audits of outside organizations conducting business with the City designed to prevent and detect conditions affecting compliance with laws, rules, regulations and agreements.

Determines compliance with Federal, State and local statutes, ordinances, grant provisions, contracts, policies and procedures.

Performs work on projects of an investigative and confidential nature.

Conducts risk assessments, internal control evaluations, and other processes necessary to the development of audit programs within established/required timelines.

Assists in identifying and evaluating risk areas and provides input to the risk assessment and the development of the department’s annual audit plan.

Develops audit objectives and scope of review in conjunction with the City Auditor; evaluates internal control design and effectiveness.

Conducts interviews, reviews documents, develops and administers surveys, prepares flowcharts, composes summary memos, and prepares work papers.

Prepares audit work papers that effectively document audit processes, including audit objectives, test work, findings, and conclusions reached.
Assists in characterizing and prioritizing internal control deficiencies for remediation; works with management to suggest and monitor appropriate remediation actions.

Prepares comprehensive audit reports and memos effectively communicating findings and recommendations; assists in the presentation of findings and recommendations to the auditee and appropriate City management.

Conducts inventory and imprest funds checks.

Interacts with personnel at all levels of the organization to provide/receive necessary information so as to ensure the timely completion of internal audits and other assignments.

Provides assistance and best practice guidance for new project implementation, policies and procedures as needed.

Assists in providing consulting services to City Officials, management and staff on matters related to audit/consulting reports, special studies and other related recommendations.

Follows-up on all outstanding audit findings to ensure they are appropriately resolved.

Performs special projects requested by the Mayor and management as required.

Performs related duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of standard auditing principles, processes and practices including the principles of internal controls.

Thorough knowledge and experience with spreadsheets, word processing, e-mail and internet environments, preferably MS Word and Excel.

Knowledge and understanding of the Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Institute of Internal Auditors (IIA), and International Standards for the Professional Practice of Internal Auditing.

Knowledge and experience with data mining tools, ERP systems and electronic audit work paper systems.

Knowledge and technical skills to effectively research, plan, perform, document and finalize an audit.

Ability to conduct complex audits with a minimum of supervision.

Ability to create necessary work papers and write clear and concise audit reports within established time constraints.
Ability to adapt to change quickly and to multitask.

Skill in project and time management with strong analytical, written/verbal communications, and relationship building skills.

Ability to establish and maintain effective working relationships with department personnel, administration officials and the public as necessary.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in finance or accounting including considerable experience in governmental or commercial accounting with an emphasis on internal auditing, preferably in the Government sector.

A CPA or CIA is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

Possession and maintenance of valid state of Florida driver's license.

Date Revised: 02/12, 6/86
Date Issued: 10/71
City of St. Petersburg