Position Title: Auditor
Pay Grade: PRO.PB6
Department: Internal Auditor
Bargaining Unit: PRO
Employment Status: Full-time
FLSA Status: Exempt
Revised Dates: 1/17; 4/16; 2/12; 6/86
Established Date: 10/71
W/C Code: 8810
EEO Category: Professionals
EEO Code/Name: 0207 Accountant

Job Overview Summary:
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. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. 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.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- 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.
- Determines compliance with Federal, State and local statutes, ordinances, grant provisions, contracts, policies and procedures.
- Prepares audit work papers that effectively document audit processes, including audit objectives, test work, findings, and conclusions reached.
- Conducts risk assessments, characterizing and prioritizing internal control deficiencies for remediation, and other processes necessary to the development of audit programs within established/required timelines.
- Conducts audits of outside organizations conducting business with the City designed to prevent and detect conditions affecting compliance with laws, rules, regulations and agreements.
- Performs work on projects of an investigative and confidential nature.
- Develops audit objectives and scope of review in conjunction with the City Auditor; evaluates internal control design and effectiveness.
- 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.
- Provides assistance and best practice guidance for new project implementation, policies and procedures as needed.
- Assists in identifying and evaluating risk areas and provides input to the risk assessment and the development of the department’s annual audit plan.
- Conducts inventory and imprest funds checks.
- 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.
- Conducts interviews, reviews documents, develops and administers surveys, prepares flowcharts, composes summary memos, and prepares work papers.
- Assists in characterizing and prioritizing internal control deficiencies for remediation; works with management to suggest and monitor appropriate remediation actions.
• 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.
• Performs related duties as assigned.

Minimum Qualifications:
A CPA or CIA is preferred. 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.

Knowledge and Skills:
• 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 multi-task.
• 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 employees, personnel, administration officials and the public as necessary.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all City staff and employees.

Core Competencies:
• Analysis
• Collaboration
• Communication
• Continuous Learning/Prof Dev.
• Initiative
• Planning & Organization

Necessary Special Requirements:
Possession and maintenance of valid state of Florida Driver's License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.

Public Contact:
Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.