



Career Service Authority

Staff Internal Auditor

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level progressing to standard-level performance auditing work applying generally accepted accounting principles and auditing standards in conducting financial, compliance, and performance audits and other studies of City departments and contract providers.

DISTINGUISHING CHARACTERISTICS

This class is the first in the Internal Auditor class series. It is distinguished from the Senior Internal Auditor which performs full-performance level auditor work. It is distinguished from the Lead Internal Auditor which performs full performance level auditing work and provides assistance to the supervisor with work prioritization, assignment, evaluation and quality control over professional audit staff. It is distinguished from the Staff Tax Auditor which performs auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility

ESSENTIAL DUTIES

Trains in audit procedures and methodology, the application of generally accepted auditing standards, statutory guidelines and working paper preparation for internal control, compliance, and performance.

Trains in and participates in the design of various auditing and accounting tests to determine the reliability, integrity and internal control of financial and operational systems for compliance and performance purposes.

Examines accounting records such as general ledgers, asset/liability records, revenue/expense accounts, source documents and payroll journals to verify that transactions have been properly recorded and are in compliance with City rules and regulations.

Assist in audit planning, fieldwork, and reporting.

Gathers, examines, and analyzes information about organization to be audited for performance to learn best practices and performance benchmarks that are applicable to that organization.

Assists in evaluating organizational operations and/or program results for potential areas of improvement such as operational efficiency, decreased turnaround times, streamlining of processes, and improved customer service with the goal of providing maximum value for resources expended.

Trains in the interpretation of relevant sections of City rules, regulations, and applicable State and Federal laws.

Develops professional judgment in application of appropriate rules and standards in making recommendations for corrective action.

Advises City personnel of appropriate application of Career Service Authority rules, Executive Orders, Peoplesoft Human Resource and Financial Systems, Fair Labor Standards Act, Family Medical Leave Act, collective bargaining contracts, and Generally Accepted Accounting Principles and fiscal accountability rules.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Through formal training, understands and appropriately applies accounting principles and auditing standards, procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information which may include technical material, that is appropriate for the intended audience.

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal clues, and responds appropriately.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Technology Application – Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Information Management – Identifies a need for and knows where and how to gather information; organizes and maintains information or information management systems.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Knowledge of generally accepted accounting principles and auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.

Knowledge of accounting principles and auditing standards sufficient to be able to determine compliance with internal accounting procedures.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in preparing professional written documentation, including charts and/or maps, to illustrate and convey pertinent facts.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object up to 10-30 pounds from one level to another.

Reaching: extending the hand(s) or arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Some positions perform on-site audits.

Some positions are subject to significant local travel.

Education Requirement:

Baccalaureate Degree in Accounting, Finance, Business Administration, Public Administration or directly related field. Some positions may require successful completion of a college-level course in auditing principles.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid class 'R' Driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 03/18/2007

REVISED DATE:

REVISED BY: Steve Adkison

CLASS HISTORY Class was created as a result of an Auditor study which created a Tax Auditor series and an Internal Auditor series.